
MODULE 2 – DOCUMENT 8 – VERIFY THE OCCUPATIONAL GROUP – ANSWERS

SCENARIO 1

The applicant is a single 41 year old from the USA. They declare their primary occupation as Cafeteria Supervisor (NOC V2021: 62020 / V2016: 6311 (B)). They are applying to be a member of the Federal Skilled Worker Class.

Analyst Recommendation: Approval

Summary Notes: Employment letter confirms 6 years full-time work experience with Kentucky College. Employer provides job description. No concerns regarding employer.

e-Doc# 123456789: (excerpt of job description)

The applicant is the Cafeteria Supervisor for our Main Cafeteria. Their primary responsibility is to supervise, direct and co-ordinate the activities of workers who prepare, portion, and serve food. They have been employed with Kentucky College for the past 6 years.

Main Duties:

- Supervise, co-ordinate and schedule the activities of staff who prepare, portion and serve food
- Estimate and order ingredients and supplies required for meal preparation
- Establish work schedules and procedures
- Maintain records of stock, repairs, sales and wastage
- Train staff in job duties, and sanitation and safety procedures
- Ensure that food and service meet quality control standards
- Plan cafeteria menus.

Based on your findings, did the applicant use the correct NOC code for the declared primary occupation? Please provide your explanation.

A review of the job description is consistent with the lead statement and main duties of the applicant's declared occupation. As such, the applicant did use the correct NOC code for his primary occupation.

SCENARIO 2

The applicants are principal applicant 31 year-old, Diana TELAN from Philippines and her spouse Drew. Diana's declared primary occupation is Contact Centre Supervisor (NOC V2021: 62023 / V2016: 6314 (B)). They are applying as members of the Federal Skilled Worker Class.

Analyst Recommendation: Review Required

Summary Notes: Employment letter confirms 5 years full-time work experience with Manila Telecom. Employer provides job description. Web search confirms employer. Review duties.

e-Doc# 123456789: (excerpt of job description)

Diana Telan has been employed as the Complaints Leader Representative of her team Manila Telecom for the past 5 years. She leads her team and is the primary contact to our customers as she answers enquiries and provides information on our goods and services.

Main Duties:

- Answer enquiries from customers
- Investigate complaints regarding our goods, services and policies
- Arrange for refunds, exchange and credit for returned merchandise
- Receive account payments
- Receive credit and employment applications

Based on your findings, did the applicant use the correct NOC code for the declared primary occupation? Please provide your explanation.

A review of the job description is not consistent with the lead statement and main duties of the applicant's declared occupation. I find the job description is consistent with the occupation of a Complaints Clerk – Customer Service (NOC V2021: 64409 / V2016: 6552 (C)). The applicant's duties do not resemble those of a Leader position. This change in skill level affects the applicants' ability to meet the requirements of the Federal Skilled Worker Class.

SCENARIO 3

The principal applicant Harman GUPTA and his wife JEENA are applying as members of the Federal Skilled Worker Class. Harman's declared primary occupation is Financial Services Officer (NOC V2021: 63102 / V2016: 6235 (B)).

Analyst Recommendation: Review Required

Summary Notes: Employment letter confirms 7 years full-time work experience with State Bank of India. Employer provides job description. Web search confirms employer. Review duties.

e-Doc# 123456789: (excerpt of job description)

Mr. Gupta has been employed as one of our Financial Services Officer at one of our Chandigarh branches. As a Financial Services Officer he helps sell basic deposit, investment and loan products and services to individuals at the front counter.

Main Duties:

- Promote the sale of deposit, investment, credit and loan products and services at the front counter
- Process customer cash deposits and withdrawals, cheques, transfers, bills and credit card payments, money orders, certified cheques and other related banking transactions
- Obtain and process information required for the provision of services, such as opening accounts and savings plans and purchasing bonds
- Sell travellers' cheques, foreign currency and money orders
- Answer enquiries and resolve problems or discrepancies concerning customers' accounts
- Inform customers of available banking products and services to address their needs.

Based on your findings, did the applicant use the correct NOC code for the declared primary occupation? Please provide your explanation.

A review of the job description is not consistent with the lead statement and main duties of the applicant's declared occupation. I find the job description is consistent with the occupation of a Customer Service Representative (NOC V2021: 64400 / V2016: 6551 (C)). This change in skill level affects the applicants' ability to meet the requirements of the Federal Skilled Worker Class.

SCENARIO 4

The applicants are principal applicant 35 year-old male, Marcial ROJAS from Spain and his wife Luzhelena. Marcial's declared primary occupation is electrical engineer (NOC V2021: 21310 / V2016: 2133 (A)). They are applying as members of the Federal Skilled Worker Class.

Analyst Recommendation: Review Required

Summary Notes: Employment letter confirms 2 years full-time work experience with Sundowner Utilities Ltd. Employer provides job description. Web search confirms employer. Review duties.

e-Doc# 123456789: (excerpt of job description)

Mr. Rojas provides technical support and services in the design, development, testing, production and operation of electrical and electronic equipment and systems for Sundowner Utilities Ltd.

Main Duties:

- Assist in the design, development and testing of electrical and electronic components, equipment, and systems.
- Assist in inspection, testing, adjusting and evaluation of incoming electrical, electro-mechanical and electronic components and assemblies to ensure conformance with product specifications and tolerances.
- Assist in building and testing prototypes to specifications
- Carry out a limited range of technical functions in support of research in electrical and electronic engineering and physics.
- Install, operate and maintain electrical and electronic equipment and systems
- Calibrate electrical or electronic equipment and instruments according to technical manuals and written instructions.

Based on your findings, did the applicant use the correct NOC code for the declared primary occupation? Please provide your explanation.

A review of the job description is not consistent with the lead statement and main duties of the applicant's declared occupation. I find the job description is consistent with the occupation of an Electrical Technician (NOC V2021: 22310 / V2016: 2241 (B)). Although there is a change in the NOC group level, this does not affect his ability to meet the requirements of the Federal Skilled Worker Class. To apply for permanent residence, the applicant requires a skill level of either 0, A or B.

MODULE 2 - DOCUMENT 9 - INITIAL ASSESSMENTS - CHANGE IN CIRCUMSTANCES - ANSWERS

Scenario 1

Amar has X points in the CRS and ranks at the lower end of his round of invitations. Amar divorces his spouse in the time between when he receives his ITA and when he submits his e-APR. This causes Amar's CRS score to drop, as Amar was issued points for his spouse's education, language and Canadian work experience.

Amar's CRS score is automatically recalculated at the e-APR stage. Although Amar still meets the minimum requirements of the program to which he is applying, his new CRS score is now below the score of the lowest-ranked person issued an ITA in his round of invitations.

Answer: Refusal under section A11.2 due to a divorce

Scenario 2

Anne's first official language is French, and her *Test d'évaluation de français* (TEF) (French Language Assessment Test) scores are high enough to make her eligible for one of the federal programs.

In her e-APR, Anne's speaking score is lower than the score she provided in her Express Entry profile. Therefore, she no longer meets minimum program requirements and, as a result, no longer meets the MEC. After further review, the officer determines that this discrepancy was an honest mistake.

Answer: Refusal under section A11.2 but not section A40

Scenario 3

Paul is invited to apply for the FSWC. In both his Express Entry profile and his e-APR, Paul declares that he received a master's degree in 2010 from the University of Non Est. Paul submits a photocopy of his master's degree as part of his application.

Upon investigation, the processing office discovers that Paul's degree cannot be verified because the University of Non Est does not exist. The officer determines that Paul does not meet the Express Entry MEC because, without a master's degree, he does not have the 67 points required for the FSWC. Since the officer believes that Paul has misrepresented himself, Paul is issued a procedural fairness letter and is given 30 days to respond.

Paul does not respond to the procedural fairness letter within 30 days.

Answer: Refusal under both section A11.2 and section A40. The officer refuses Paul's application under section A11.2 for failing to meet the FSWC requirements. The officer also determines that Paul misrepresented his facts.

MODULE 2 - DOCUMENT 19 - FEDERAL SKILLED WORKER REQUIREMENTS - ANSWERS

1. List and provide the minimum requirements of the 3 areas of which the applicant must meet in order to submit their permanent resident application.

Minimum work experience requirement

The applicant must have accumulated at least one year of continuous full-time (or the equivalent in part-time) paid work experience in the occupation identified in their application for permanent residence as their primary occupation. In calculating this period of work experience, the occupation must be listed in skill type 0 (Managerial occupations), skill level A (Professional occupations) or skill level B (Technical occupations and skilled trades) of the National Occupational Classification (NOC) 2016 [R75(2)(a)].

The applicant's skilled work experience must also

- *have occurred within the ten years preceding the date of their application for permanent residence; and*
- *not be in an occupation that has been designated as a restricted occupation.*

In addition, during that period of employment, the applicant must have

- *performed the actions described in the lead statement for the occupation as set out in the occupational description of the NOC [R75(2)(b)]; and*
- *performed a substantial number of the main duties, including all of the essential duties, of the occupation as set out in the occupational description of the NOC [R75(2)(c)].*

Minimum language proficiency requirement

The applicant must demonstrate that they meet the threshold(s) set by the Minister for proficiency in either English or French for each of the four language skill areas: reading, writing, speaking and listening [R75(2)(d)].

Applicants must demonstrate that they meet the required level of language proficiency in all four language skill areas by submitting the results of an English or French language test from a designated testing organization with their application.

*In the case of applications received **before January 1, 2015**, the language test results must be less than two years old at the time of application receipt.*

*In the case of applications received **after January 1, 2015** (i.e., through Express Entry), language test results must be less than two years old when a candidate creates their profile in Express Entry, and when their application for permanent residence is submitted.*

Minimum education requirement

*Applicants must submit either their completed Canadian educational credential **or** their completed foreign educational credential and the equivalency assessment (Educational Credential Assessment [ECA] report) issued by a designated assessment organization or institution with their application for permanent residence. The equivalency assessment must be less than five years old on the date on which their application is made [R75(2)(e)].*

***Note:** The applicant must submit at least a completed Canadian secondary educational credential or its equivalent in order to meet the minimum education requirement.*

- 2. To determine whether a skilled worker, as a member of the federal skilled worker class, has the ability to become economically established in Canada, applicants are assessed against the selection criteria in R76(1). What are the 6 selection factors and what is the maximum of points that can be awarded for each factor?**
- *Education (25)*
 - *Official language proficiency (28) – a maximum 24 points for proficiency in the first official language identified by the principal applicant & a maximum of 4 points for proficiency in the second official language if the applicant's proficiency in that language meets or exceeds CLB 5 in each of the four language skill areas.*
 - *Work experience (15)*
 - *Age (12)*
 - *Arranged employment (10)*
 - *Adaptability (10)*

MODULE 2 – DOCUMENT 20 – MINIMAL WORK EXPERIENCE REQUIREMENTS – ANSWERS

1. Mandy Cruz has been working in Canada for 13 months as a personal care aid and now wishes to permanently establish in Canada. Her Schedule 3 indicates the following experience in the identified primary occupation:

From	To	Occupation	NOC	Main Duties
March 2016	March 2020	Elementary School Teacher	NOC V2021: 41221/ V2016: 4032 (A)	<ul style="list-style-type: none"> • Assist students requiring special attention or care • Supervise children during recess and lunch time • Mark tests and homework • Prepare material and classroom • Participate in staff meetings

Mandy Cruz does not meet the minimal requirements for work experience for skilled worker because her main duties are outside the actions described for the occupation as set out in the (NOC V2021: 41221/ V2016: 4032 (A)). In addition, her main duties are not what is described for the occupation as set out in the (NOC V2021: 41221/ V2016: 4032 (A)).

2. Om Kapoor submitted his application on February 1st, 2016. He is a retired actor who wishes to migrate to Canada to join his children. You look at the documentation on file and note that he has the following work experience:
 - For more than 30 years, he was a famous Bollywood actor (NOC V2021: 53121 / V2016: 5135 (A)) who performed in several large Indian productions. He retired from this job at the end of May 2006 due to high blood pressure. He submits DVDs of the movies he performed in as evidence.
 - In order to remain active, he then taught theatre and acting (NOC V2021: 53121 / V2016: 5135 (A)) in elementary schools in poor regions of India between 2007 and 2013. He did so on a volunteer and casual basis. He provides detailed reference letters as evidence of this experience.
 - In February 2014, he performed the role of an elderly man in a movie produced by a famous Bollywood producer (NOC V2021: 53121 / V2016: 5135 (A)). The filming lasted 8 months. He submits a letter from the producer as well as a DVD of the movie trailer.

No. He does not have at least one year of continuous experience in the 10 years preceding the date of the application. His experience as a theatre and acting teacher does not qualify because it was unpaid. He has 8 months of experience in (NOC V2021: 53121 / V2016: 5135 (A)) in 2014 and 4 months of experience in (NOC V2021: 53121 / V2016: 5135 (A)) from February to May 2006 (his experience prior to February 2006 does not fall in the 10 years preceding the date of the application). Though he has a total of 12 months of experience in (NOC V2021: 53121 / V2016: 5135 (A)) in the past 10 years, the experience was not continuous.

3. Willem De Vries is a young university professor who completed a PhD in Microbiology in December 2017. He provides sufficient evidence that he was employed as a full-time term lecturer at the University of Amsterdam (NOC V2021: 41200 / V2016: 4011 (A)) during two semesters in 2018 (from January to April 2018, and from May to August 2018). During the last 20 months of his doctoral studies, he worked part time (15 hours a week) at the microbiology laboratory of his university as a researcher (NOC V2021: 21110 / V2016: 2121 (A)).

No. Willem does not meet minimal requirements. He does have one-year of continuous full-time work experience, but not in one occupation. He needs to have all the work experience in the identified primary occupation.

MODULE 2 – DOCUMENT 21 – FEDERAL SKILLED WORKER ACTIVITY – ANSWERS

SCENARIO 1

Tam Nguyen submitted his application to immigrate to Canada as a skilled worker on Nov. 21, 2020. He was born in Vietnam on June 12, 1984. He has identified his primary occupation as a computer programmer (NOC V2021: 21230 / V2016: 2174 (A)) and has been employed full-time in that profession since September 2013. Along with his degree certificate, Tam has submitted an Educational Credential Assessment (ECA) report from International Credential Assessment Service of Canada (ICAS), one of the educational assessment organizations designated by IRCC's minister. The assessment reports that Tam's post-secondary training is equivalent to a Canadian three-year Bachelors Degree in Computer Science.

Tam identified French as his first official language. His TEF French-language test results show that he reached Canadian Language Benchmark (CLB) 7 in speaking and listening and CLB 8 in reading and writing. He has not submitted any English language test results.

Tam has an elder sister who lives in Montreal. She became a permanent resident of Canada two years ago.

Tam's bank statements show that he has over \$15,000 in savings.

	Points
FACTORS	
Age	11
Education	21
English	0
French	18
Experience	15
Arranged Employment	0
Adaptability	
<ul style="list-style-type: none"> • Relatives in Canada 	5
TOTAL	70

SCENARIO 2

The application for permanent residence of Louis Armstrong was received on 1 March 2021. An update to his application was received, and based on submissions you find:

- Louis was born on 30 November 1973.
- Credentials showed that after high school, he completed a three-year Bachelor's degree in Music, specializing in interpretation at the University of British Columbia.
- There is an English test result (IELTS) on file confirming that Louis has high proficiency in the four abilities for English (CLB 10). He also claims to have moderate proficiency in French. A letter from Louis' aunt Alice confirms his proficiency in French.
- Louis has been working full-time since 1999 as a music professor (NOC V2021: 41210 / V2016: 4021 (A)) at a college.
- A letter received from a private school in Moncton, N.B., offering Louis a job as a music teacher when he arrives in Canada.
- Louis has been living with Ella, his common-law partner, for the last 10 years. She studied full-time at the University of Ottawa from September 1993 to December 1997. (She had a valid study permit.) Ella obtained a Master's Degree in French literature at the completion of her studies. There is also a French test result (TEF) on file confirming her high proficiency. Ella is included on Louis' application as an accompanying family member.

	Points
FACTORS	
Age	0
Education	21
English	24
French	0
Experience	15
Arranged Employment	0
Adaptability	
• Spouse's or common-law partner's language proficiency	5
• Studies in Canada	5
TOTAL	70

NOTES for '0' points:

- More than 46 years old at lock-in date
- Letter from aunt confirming PA's proficiency in French is not a sufficient proof of language proficiency

No LMIA from ESDC so no points for arranged employment

MODULE 2 – DOCUMENT 22 – CANADIAN EXPERIENCE CLASS (CEC) ACTIVITY – ANSWERS

1. Laura submits an application with a lock-in (APR) date of December 17, 2020. She is a marketing executive with Samsung, in a NOC level A occupation. She received her invitation to apply (ITA) on November 22, 2020. Upon review of her employment history, you see one received line showing work in (NOC V2021: 11202 / V2016: 1123 (A)), as a full-time marketing executive from January 2019 to August 2020. The language scores meet the CLB level 7 in all categories and have a test date of December 2, 2018.

Based on this information, does Laura meet the CEC language requirements?

No. The language scores were expired at APR date. As such, the language requirements are not met.

2. Auston is claiming work experience as a Research Assistant, (NOC V2021: 41201 / V2016: 4012 (A)), with the University of Toronto, from September 2019 to October 2020. The employment letter on file is signed by a well-known professor (Google search confirms she authored many publications and she is seen on the University of Toronto website) and confirms that Auston worked as a Research Assistant during the stated period. There are no concerns related to job duties for this NOC or language requirement. Upon review of Auston's GCMS history you see that he was in status from September 2018 to April 2020 under both a study permit and co-op work permit. He was granted a post-graduate work-permit on March 20, 2020.

Based on this information, does Auston meet CEC work requirements?

No. This employment was concurrent to full-time studies; therefore, work as a research assistant does not count towards CEC work experience.

<https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/eligibility/canadian-experience-class.html>

3. Alexander is claiming 2 consecutive years of work experience as a Retail sales supervisor, NOC (NOC V2021: 62010 / V2016: 6211 (B)), at Wal-Mart. Upon review of his GCMS history you see that he was in status throughout the employment period on a post-graduate work permit. You review the job letter and note that the letter is on Wal-Mart letterhead and have no concerns regarding its authenticity.

The following list of duties are listed on the job description:

- Greets customers
- Establishes and identifies price of goods
- Receives and processes payments by cash, cheque, credit card or debit
- Wraps or places merchandise in bags
- Stocks shelves and cleans check-out counter
- Trains co-workers as required
- Calculates total payments received at the end of his work shift and reconciles with total sales

Based on this information, does he meet CEC requirements?

No. These duties do not match the lead statement or substantial number of main duties for (NOC V2021: 62010 / V2016: 6211 (B)). They describe (NOC V2021: 65100 / V2016: 6611 (D)) Cashier, which is not a skilled NOC as per CEC.

4. Glenda is living in downtown Ottawa and working Gatineau. There is no letter on file to address whether she intends to remain in Ottawa or move to Quebec. She states Ottawa as her destination upon landing.

Do you have any Quebec residency concerns?

No. The Quebec residency requirement applies to applicants' intent to reside in QC and does not apply to work location. As long as Glenda can satisfy the officer she will reside outside of QC, CEC requirements would be met.

5. Brian is claiming work experience under NOC V2016: NOC 4313 (B) - Non-commissioned ranks of the Canadian Armed Forces. He has one employment line received, where he is claiming experience as a non-commissioned officer with the UK military working for the Canadian Forces on a training assignment to Gagetown, New Brunswick, from January 2019 to June 2020. A review of the employment letter confirms the experience as claimed.

Based on this information, does Brian meet CEC work requirements?

Yes. Although Brian is UK military, his work was conducted in-Canada and for the Canadian Armed Forces. Therefore, his work experience can qualify for this NOC.

6. Erik is claiming employment as a consultant for a high-profile firm in Ottawa. He was authorized to work during his claimed employment and has a job letter that confirms the employment as claimed. There are no language concerns or Quebec residency concerns. You notice that he has provided the job contract in the employment records and in the job offer the language clearly defines Erik as a sole-proprietor, paid as an independent contractor. He was issued a T4A and all income is listed in the box for self-employment/commission income. There is a Notice of Assessment on file that shows he earned \$95,654 in 2020 of which he paid \$26,217 in taxes in 2020.

Based on this information, does he meet CEC requirements?

No. Based on the job offer he provided, Erik is working for himself as his own business. He is therefore self-employed and this work experience does not count towards the CEC.

MODULE 2 – DOCUMENT 23 – PROVINCIAL NOMINEE CLASS ACTIVITY – ANSWERS

PNP under the CEC stream:

Case Study 1: Mr. Earl Vontrapp and his family came to Canada 5 years ago when Mr. Vontrapp obtained a work permit as a Manager for the botanical gardens of Vancouver. After working full time there for 2 years, he decided to apply for permanent residence since he was able to obtain a certificate of selection from the province of British Columbia. His wife who teaches French as a second language submitted a TOEFL test with CLB level 8. Her husband also submitted his English results. He obtained the same CLB level 8.

PA meets the PNP – CEC stream. No points calculation needed. He meets the minimal level of language CLB 7 for NOC 0 (manager) and has more than a year of Canadian experience from a work permit while living outside the province of Quebec.

PNP under the FSW stream:

Case Study 2: Mr. Singh a 40 year old citizen of India resides in Canada on work permit. His spouse and child will both be accompanying him to Canada. He submits a skilled worker application under Express Entry. Mr. Singh holds a bachelor's degree from California University in Management. He holds a Certificate of Selection by the province of Ontario valid until June 2023. He submitted for him and his wife a CELPIP test with results all above CLB level 9. He is currently working in Canada as an Account Director under (NOC V2021: 60010/ V2016: 0601 (A)) and his employment letter says he's been working for 3 months. He also submitted a letter of employment from Infosys in India as a full time Manager of Operations under (NOC V2021: 10029 / V2016: 0125 (A)) and he worked there for a period of 3 years.

NOC Version 2021	10029
NOC Version 2016	0125
Age	7
Education	21
English	24
French	0
Experience	11
Arranged Employment	0

PERMANENT RESIDENTS

ANSWERS' GUIDE

Adaptability	5
Total	68

- **Skill level A**
- **Mr. Singh's wife gave him points for her language skills.**
- **Mr. Singh meets the FSW requirements of 67/100.**

***PNP under FSW stream since PA does not have 1 year of Canadian Experience**

MODULE 2 – DOCUMENT 25 – MODULE REVIEW – ANSWERS

A. Scenarios

- Winona Spun, citizen of Australia, submits her SW application today. She is a 20-year-old cook who obtained a diploma in cooking after completing a one-year course at the Marvel Academy in Perth after she graduated from high school. She has been working for Algoma restaurant as a cook for the past 14 months on a full-time basis. She has provided satisfying evidence (IELTS) that she speaks, understands, reads and writes English fluently (CLB 9), and she has no language abilities in French. Her brother has been studying in Canada for the past 2 years under a study permit.

NOC Version 2021	63200
NOC Version 2016	6322
Age	12
Education	15
English	24
French	0
Experience	9
Arranged Employment	0
Adaptability	0
Total	60

- Skill level B
- Brother is not a Canadian citizen or PR
- Winona does not meet the pass mark for FSW selection criteria.

- Norma Sum is currently 27 years old and submits a SW application today. She states that she has been working for Microsoft as an IT manager for the past two years. She indicates on her application that she completed her master's degree at the University of Greater Miami. She has a job offer in Canada and a positive arranged employment opinion was issued by ESDC. She has provided satisfying evidence that she is fluent in English and has basic French, earning maximum points for language.

NOC Version 2021	20012
NOC Version 2016	0213
Age	12
Education	23
English	24
French	4
Experience	11
Arranged Employment	10
Adaptability	5
Total	89

- Skill type 0
- Maximum of 4 points for basic proficiency in French
- 5 points for the arranged employment in Adaptability
- Norma meets the pass mark for the FSW selection criteria

3. Cutter Flick submitted his application on June 3, 2020, the day of his 26th birthday. He graduated with a 3-year Bachelor of Fine Arts in April 2018 and he immediately started working as an art teacher in a college, which he does up to now on a full-time basis. He has an uncle living in British Columbia who is a Canadian citizen. He took the IELTS on 20 December 2019 (scores: listening 7.5, reading 6.5, writing 6, speaking 5.5) and the TEF (scores: speaking 375, listening 292, reading 245, writing 390). French is his first official language. His accompanying wife completed a one year secretarial diploma after she had finished grade twelve.

NOC Version 2021	41210
NOC Version 2016	4021
Age	12
Education	21
English	4
French	22
Experience	11
Arranged Employment	0
Adaptability	5
Total	75

- Skill level A
- Adaptability: 5 pts for relative in Canada; none for spouse's education.
- Cutter meets the pass mark for the FSW selection criteria

4. On March 1st, 2020, Hope Chance applied with an arranged offer of employment approved by ESDC to work as a carpenter in his cousin's construction business. His cousin is a Canadian citizen. Hope has been working as a carpenter for the past 3 years on a part-time basis (15 hours a week). He has also been delivering pizza on a part-time basis (20 hours a week) for the past 4 years. After completing high school, he was accepted into the local college where he completed a one-year diploma in carpentry. His IELTS scores were moderate across the board (CLB 7), and he did not submit TEF scores. He celebrated his 20th birthday yesterday. You assess the application today.

NOC Version 2021	72310
NOC Version 2016	7271
Age	12
Education	15
English	16
French	0
Experience	9
Arranged Employment	10
Adaptability	5
Total	67

- Skill level B
- Only has one year of experience in equivalent full time (15 hours per week for 3 years = 2340 hours)
- Experience in delivering pizza is NOC V2021: 75201 / NOC V2016: 7514 (C)
- No points for a cousin in Canada.
- Hope meets the pass mark for FSW selection criteria.

5. Grace Alvaro is 41 years old. She has been working full time at Kung Po restaurant in the Philippines as a restaurant manager since she graduated from her bachelor's degree 10 years ago. Along with her husband and 2 children, they are looking forward to immigrating to Canada so that they can be closer to her brother who is a Canadian Citizen. Her brother currently lives in Europe. She received a certificate of selection from the province of Alberta. She submitted an IELTS test with results equivalent to level CLB 8.

NOC Version 2021	60030
NOC Version 2016	0631
Age	6
Education	21
English	20
French	0
Experience	15
Arranged Employment	0
Adaptability	0
Total	62

- Skill level A
- Grace does not obtain adaptability points for her sibling since he did not prove he currently lives in Canada.
- Grace does not have the minimal required points for FSW stream
- Grace will gain 600 CRS points for her certificate of selection but still needs to meet the requirements of one of the EE streams.

B. Scenarios

1. Rickey Lui submits an application with a lock-in (APR) date of June 5, 2021. He is claiming work experience as a plumber, (NOC V2021: NOC 72300 / V2016: 7251 (B)) , from May 2020 to present. Employment letter confirms the experience and you have no concerns related to the job duties or language requirement. Upon review of his GCMS history you notice that he was granted a post-graduate work permit (PGWP) on August 28, 2020 valid to August 28, 2023. He applied for this PGWP on March 31, 2020 and had previously been in status under a study permit and off-campus work permit that were valid from September 2018 to April 2020.

Based on this information, does Rickey Liu meet CEC work requirements?

Yes. Although the PGWP was issued on August 28, 2020, Rickey Lui had maintained status from the conclusion of his studies. Therefore, the work experience from May 2020 to August 2020 is valid.

- Earl Vontrapp and his family came to Canada 5 years ago when he obtained a work permit as Manager for the botanical gardens in Vancouver. After working full time there for 2 years, he decided to apply for permanent residence since he was able to obtain a certificate of selection from the province of British Columbia. His wife who teaches French as a second language submitted a TOEFL test with CLB level 8. Her husband also submitted his English results. He obtained the same CLB level 8.

Based on this information, does Earl Vontrapp meet a PNP class? If so, which economic class?

He meets the PNP – CEC stream. No points calculation needed. He meets the minimal level of language CLB 7 for NOC 0 (manager) and has more than a year of Canadian experience from a work permit living outside the province of Quebec.

- Gunjan Kaur completed her master degree in computer technology at the University of Toronto 3 years ago. She has been unable to obtain work in her field of studies but has been working full time since she graduated as a pizza cook for Pizza Pizza in Toronto under (NOC V2021: NOC 63200 / V2016: 6322 (B)). She obtained a provincial nominee certificate from the province of Ontario and was informed she could apply through Express Entry. She submitted IELTS results that show a level CLB 4 in English writing.

Based on this information, does Mrs. Kaur meet a PNP class? If so, which economic class?

Gunjan Kaur does not meet the PNP – CEC stream. The level of language requirement for a NOC B is CLB 5.

- Sandra Robins claimed 50 points for arranged employment on her Express Entry profile and she has a total of 452 CRS points. The minimum entry score for her round of invitation was 440. Her application was received on 4 September 2021. She provided a letter of offer from her employer confirming she will be employed until 30 November 2021.

Based on this information, does Sandra meet the minimum entry score for her round of invitation?

No. Based on the letter of offer, Sandra does not possess a qualifying offer of arranged employment as defined within the Ministerial Instructions and R82(1) of the IRPR. More specifically, she has not provided sufficient evidence to establish that she will be offered employment for a period of at least one year. This change in her qualification will result in a loss of 50 points which would bring her below the minimum entry score for her round of invitation.

5. Matthew Royer submitted his application for CEC on September 5th, 2021. On his background declaration he stated he was a full time student from September 2015 to September 2020. His application for a post graduate work permit was received on September 29th, 2020. Matthew submitted his Doctorate of Philosophy dated November 2020. He provided a letter of employment which confirms his work period as a Postdoctoral fellow (NOC V2021: 41201 / V2016: 4012 (A)) at the University of British Columbia from October 2020 to August 2021.

Based on this information, does he meet CEC requirements?

No. Matthew claimed work during the time he was engaged in full time studies. Item 15(7) of the Ministerial Instructions states (a) a period of employment during which the foreign national was engaged in full-time study is not to be included in calculating a period of work experience. Therefore any employment prior to the receipt of his application for a post graduate work period does not qualify under the Canadian Experience Class.

6. Jan is 35 years old when she receives her ITA. She has met the MEC and has 67 points on the FSWC points grid. Between her ITA and e-APR, Jan turns 36. She now has 66 points on the FSWC points grid, no longer meets the program requirements of FSWC and, consequently, no longer meets the MEC. Due to her change in age, Jan's CRS score drops by 5 points, putting her below the lowest-ranked candidate in her round of invitations.

Based on this information, does Jan meet the minimum entry criteria (MEC) for her FSWC round of invitation? If the answer is no, does the officer have any other options?

The officer grants Jan the exemption and, consequently, Jan continues to meet the MEC. This also exempts Jan from being refused under section A11.2 for her adjusted CRS score and for not meeting program requirements.

MODULE 4 – DOCUMENT 20 – ADMISSIBILITY – MODULE REVIEW – ANSWERS

Instructions: Read the scenarios and answer the questions.

Question 1:

Spousal sponsorship: As per the information below, would you initiate the creation of the Confirmation of Permanent Residence document? If not, what would you request?

- Applicants approved in principal.
- PA is out of status in Canada.
- PA's medical, security and criminal requirements are complete and valid.
- PA has an expired passport.
- PA did not initially pay the RPRF, but has the HPM receipt to prove he did pay it.

Answer:

PA would need a valid passport. However, officers' may consider waiving the passport requirement if the application is reviewed and ready for decision before a new, valid passport is received, providing:

- **the principal applicant had a valid passport at the time of application and previously submitted a copy or proof to the Department to establish their identity; and**
- **there are no other concerns about the principal applicant's identity.**

The requirement to have valid status is also waived under Spousal Public Policy. Therefore, if there are not any other concerns, the Confirmation of Permanent Residence (COPR) can be created.

Question 2:

Spousal sponsorship: Are applicants admissible?

Jake has submitted a sponsorship application for his wife and dependent child. Jake met the sponsorship requirements. Documents were provided to substantiate relationship. Eligibility is

passed. Wife's medical passed and valid for 1 year. Son's medical requires review. You read narrative and shows he has Down syndrome of which the medical officer deemed him medically inadmissible.

Answer:

Applicants are admissible. Child is exempt under A38(2)(a).

Question 3:

Indicate if the following situation meets the R2 definition of a dependent child:

The child is a 17 year old young man. His Canadian sponsor provides his birth certificate confirming their mother and son ties. However, when looking in GCMS, you see that the child was admitted as a visitor and was traveling alone to visit his Canadian aunt. The mother's name indicated as general info in his visitor's file does not correspond to the sponsor's name. The sponsor who claims to be the mother is actually mentioned as the visited aunt. After questioning about these discrepancies, the sponsor explained that the birth certificate was genuine, but she had to give her son to her sister through legal adoption as she could not afford a 4th child. The adoption was completed prior to the sponsor becoming a Canadian citizen. The sponsor's sister lives outside Canada and is not a Canadian citizen, neither a PR. Does this child qualifies as a dependent child? Explain.

Answer:

No: the biological child of the parent meets the definition only if the child has not been adopted by a person other than the spouse or common-law partner of the parent. Since, in this case, it was the parent's sister who adopted him, the answer is no.

Question 4:

Determine admissibility of both the PA and Spouse:

Apu submitted his application to immigrate to Canada under the Canadian Experience Class on Nov. 20, 2020. He was born in India on 12 May 1994. He has identified his primary occupation as a Junior

Web Developer (NOC 2175) and has been employed full-time in that profession since July 2018. Apu holds a Bachelor's Degree in Science and a Diploma Certificate in Information Technology.

Apu identified English as his first official language. His CELPIP test results show that he reached Canadian Language Benchmark (CLB) 7 in speaking, 8 listening, and 10 in reading and writing. He does have family in Canada, including his parents. Apu's bank statements show that he has over \$15,000 in savings. Apu intends to reside in Toronto, Ontario

Apu maintained temporary resident status during the periods of work experience used to qualify for the Canadian experience class (CEC). Apu has qualifying skilled work experience in Canada. You receive and assess the file today because forms show that Apu's spouse is medically inadmissible A38(1)(c) for having weak kidneys and the opinion that there is a likelihood of the spouse requiring dialysis in the future. Notes on file indicate that applicant did try to challenge the inadmissibility but the medical officer's opinion still continued with the inadmissibility.

Answer:

- **Spouse is inadmissible under A38(1)(c)**
- **PA (Apu) is inadmissible under A42**
- **CEC application would be refused.**

Question 5:

Addition of family member – What steps would you take to finalize the application?

The Central Intake Office (CIO) has only assessed PA's eligibility. PA has been determined to be eligible for the class. File has been referred to add the family members.

Answer:

- **complete dependant info – add dependant, check for completeness**
- **verify PA's credentials**
- **determine if PA and if applicable family members are admissible**
- **be satisfied that PA is in compliance with R87(2)(a) and (b)**

Question 6:

Protected Person and family member – Are they inadmissible?

Fernando is applying for permanent residence as a protected person and is including his spouse and dependent child. His spouse was determined to have criminality pursuant to A36(2) for theft under \$5000.

Answer:

Both are admissible. A42 does not apply to protected persons and they are also exempt from A36(2) as per R72(1)(e) and A21(2)

Question 7:

FSW application – Are applicants admissible?

Norma Sum is currently 27 years old and submits a FSW application today. She meets the pass mark for the program as she has been working for Microsoft as an IT manager for the past two years and has a job offer in Canada with a positive (LMO) Labour Market Opinion issued by ESDC. She has provided satisfying evidence to earn maximum points for language. When reviewing criminality checks for her spouse, you read he was recently convicted in Washington State for having a blood alcohol content (BAC) over 80mg per 100ml of blood after being stopped on the highway last month. He received a \$550 fine and received a 10 day sentence. This offence equates to 320.14(1)(b) of the Canadian Criminal Code which has a maximum punishment of a term of imprisonment not more than 10 years.

Answer:

Both are inadmissible. Spouse would be inadmissible under A36(1)(b) which would then cause Mrs. Sum to be inadmissible under A42.

Question 8:

PNP – CEC application – Are applicants admissible? Are there additional steps that can be done for this application?

Earl Vontrapp and his family came to Canada 5 years ago when Mr. Vontrapp obtained a work permit for the botanical gardens in Vancouver. He meets the PNP program requirements under the CEC stream. When reviewing medicals, you read his wife's medical narrative: "Nodules in lungs confirms cancer and is determined to be inadmissible under A38(1)(c)". You continue to read the notes and find that applicants have tried to change the wife's inadmissibility by providing further financial and medical information to the medical officer but were unsuccessful in changing the wife's inadmissibility.

Answer:

Both are inadmissible. Spouse would be inadmissible under A38(1)(c) which then causes Mr. Vontrapp to be inadmissible under A42. However, an officer could recommend an exemption under A38 noting that the applicants have been in Canada for 5 years and are PNP applicants with finances that can assist with future medical costs.

Question 9:

Based on the information provided, what exemption is the applicant requesting? What are the factors that you must consider? How would you proceed with this application?

Mr. Sloan was convicted in Nebraska, USA, of the following offences: "Minor Possession of Alcohol" (10 Oct 2016), 'Reckless Driving' (12 Dec 2016), 'Simple Assault' (4 May 2018) and 'Possess or Use Drug Paraphernalia' (4 May 2018). All sentences were completed in 2019.

Review of relevant statutes in Nebraska and in Canada as well as court documents, police reports and applicant's account of the incidents, the applicant's offences: 'Minor Possession of Alcohol' and 'Possess or Use Drug Paraphernalia', do not equate to an offence under an Act of Parliament.

'Reckless Driving', if committed in Canada, would constitute an offence under section 249(1)(a) of the Criminal Code that may be punishable by way of indictment and for which a term of imprisonment not exceeding five years may be imposed. The applicant is, therefore inadmissible under section A36(2)(b).

The police record explains Mr. Sloan was convicted of "Simple Assault" as a result of a fight during a hockey game. This offence, if committed in Canada, would constitute an offence under section 265(1)(a) of the Criminal Code that may be punishable by way of indictment and for which a term of imprisonment not exceeding five years may be imposed. Mr. Sloan is, therefore, inadmissible under section A36(2)(b).

Mr. Sloan lives with his wife and two sons in Abbotsford, BC. He has been the Young Adults Pastor and Missions Pastor at the New Life Church in Abbotsford since 2019. Prior to that, for past 2 years, he was part of Youth with a Mission, a missionary group working in India and Australia for few weeks at a time. Results of a recent criminal history check as well as police certificates from the FBI, Australia, India and Nebraska, USA show no adverse information since 2019.

Event	Date
Conviction in USA – Minor Possession of Alcohol	10OCT2016
Conviction in USA – Reckless Driving [equates to CCC249(1)(a)]	12DEC2016
Conviction in USA – Simple Assault [equates to CCC265(1)(a)]	04MAY2018
Conviction in USA – Possess or Use of Drug Paraphernalia	04May2018
Application date	01APR2021
Documents provided	Information
Police record	"Simple Assault" occurred as a result of a fight during a hockey game

PERMANENT RESIDENTS

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Letter from New Life Church	Mr. Sloan has been a pastor since 2019
Copy of Marriage certificate	Names of Mr. & Mrs. Sloan
Birth Certificates	2 Canadian children

Answer:

Exemption: Exemption from being A36(2) inadmissible.

Factors to consider: criminal convictions amounting to A36(2) inadmissibility; convictions occurred in 2016 and 2018 (5 and 3 years ago respectively); has had no convictions since 2018; completed sentences; involved with the local church; prior ministry work

Decision – varies according to group's rationales.

PERMANENT RESIDENTS

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MODULE 2 – ECONOMIC CLASSES

MODULE 2 – DOCUMENT 8 – VERIFY THE OCCUPATIONAL GROUP – ANSWERS

SCENARIO 1

The applicant is a single 41 year old from the USA. They declare their primary occupation as Cafeteria Supervisor (NOC V2021: 62020 / V2016: 6311 (B)). They are applying to be a member of the Federal Skilled Worker Class.

Analyst Recommendation: Approval

Summary Notes: Employment letter confirms 6 years full-time work experience with Kentucky College. Employer provides job description. No concerns regarding employer.

e-Doc# 123456789: (excerpt of job description)

The applicant is the Cafeteria Supervisor for our Main Cafeteria. Their primary responsibility is to supervise, direct and co-ordinate the activities of workers who prepare, portion, and serve food. They have been employed with Kentucky College for the past 6 years.

Main Duties:

- Supervise, co-ordinate and schedule the activities of staff who prepare, portion and serve food
- Estimate and order ingredients and supplies required for meal preparation
- Establish work schedules and procedures
- Maintain records of stock, repairs, sales and wastage
- Train staff in job duties, and sanitation and safety procedures
- Ensure that food and service meet quality control standards
- Plan cafeteria menus.

Based on your findings, did the applicant use the correct NOC code for the declared primary occupation? Please provide your explanation.

A review of the job description is consistent with the lead statement and main duties of the applicant's declared occupation. As such, the applicant did use the correct NOC code for his primary occupation.

SCENARIO 2

The applicants are principal applicant 31 year-old, Diana TELAN from Philippines and her spouse Drew. Diana's declared primary occupation is Contact Centre Supervisor (NOC V2021: 62023 / V2016: 6314 (B)). They are applying as members of the Federal Skilled Worker Class.

Analyst Recommendation: Review Required

Summary Notes: Employment letter confirms 5 years full-time work experience with Manila Telecom. Employer provides job description. Web search confirms employer. Review duties.

e-Doc# 123456789: (excerpt of job description)

Diana Telan has been employed as the Complaints Leader Representative of her team Manila Telecom for the past 5 years. She leads her team and is the primary contact to our customers as she answers enquiries and provides information on our goods and services.

Main Duties:

- Answer enquiries from customers
- Investigate complaints regarding our goods, services and policies
- Arrange for refunds, exchange and credit for returned merchandise
- Receive account payments
- Receive credit and employment applications

Based on your findings, did the applicant use the correct NOC code for the declared primary occupation? Please provide your explanation.

A review of the job description is not consistent with the lead statement and main duties of the applicant's declared occupation. I find the job description is consistent with the occupation of a Complaints Clerk – Customer Service (NOC V2021: 64409 / V2016: 6552 (C)). The applicant's duties do not resemble those of a Leader position. This change in skill level affects the applicants' ability to meet the requirements of the Federal Skilled Worker Class.

SCENARIO 3

The principal applicant Harman GUPTA and his wife JEENA are applying as members of the Federal Skilled Worker Class. Harman's declared primary occupation is Financial Services Officer (NOC V2021: 63102 / V2016: 6235 (B)).

Analyst Recommendation: Review Required

Summary Notes: Employment letter confirms 7 years full-time work experience with State Bank of India. Employer provides job description. Web search confirms employer. Review duties.

e-Doc# 123456789: (excerpt of job description)

Mr. Gupta has been employed as one of our Financial Services Officer at one of our Chandigarh branches. As a Financial Services Officer he helps sell basic deposit, investment and loan products and services to individuals at the front counter.

Main Duties:

- Promote the sale of deposit, investment, credit and loan products and services at the front counter
- Process customer cash deposits and withdrawals, cheques, transfers, bills and credit card payments, money orders, certified cheques and other related banking transactions
- Obtain and process information required for the provision of services, such as opening accounts and savings plans and purchasing bonds
- Sell travellers' cheques, foreign currency and money orders
- Answer enquiries and resolve problems or discrepancies concerning customers' accounts
- Inform customers of available banking products and services to address their needs.

Based on your findings, did the applicant use the correct NOC code for the declared primary occupation? Please provide your explanation.

A review of the job description is not consistent with the lead statement and main duties of the applicant's declared occupation. I find the job description is consistent with the occupation of a Customer Service Representative (NOC V2021: 64400 / V2016: 6551 (C)). This change in skill level affects the applicants' ability to meet the requirements of the Federal Skilled Worker Class.

SCENARIO 4

The applicants are principal applicant 35 year-old male, Marcial ROJAS from Spain and his wife Luzhelena. Marcial's declared primary occupation is electrical engineer (NOC V2021: 21310 / V2016: 2133 (A)). They are applying as members of the Federal Skilled Worker Class.

Analyst Recommendation: Review Required

Summary Notes: Employment letter confirms 2 years full-time work experience with Sundowner Utilities Ltd. Employer provides job description. Web search confirms employer. Review duties.

e-Doc# 123456789: (excerpt of job description)

Mr. Rojas provides technical support and services in the design, development, testing, production and operation of electrical and electronic equipment and systems for Sundowner Utilities Ltd.

Main Duties:

- Assist in the design, development and testing of electrical and electronic components, equipment, and systems.
- Assist in inspection, testing, adjusting and evaluation of incoming electrical, electro-mechanical and electronic components and assemblies to ensure conformance with product specifications and tolerances.
- Assist in building and testing prototypes to specifications
- Carry out a limited range of technical functions in support of research in electrical and electronic engineering and physics.
- Install, operate and maintain electrical and electronic equipment and systems
- Calibrate electrical or electronic equipment and instruments according to technical manuals and written instructions.

Based on your findings, did the applicant use the correct NOC code for the declared primary occupation? Please provide your explanation.

A review of the job description is not consistent with the lead statement and main duties of the applicant's declared occupation. I find the job description is consistent with the occupation of an Electrical Technician (NOC V2021: 22310 / V2016: 2241 (B)). Although there is a change in the NOC group level, this does not affect his ability to meet the requirements of the Federal Skilled Worker Class. To apply for permanent residence, the applicant requires a skill level of either 0, A or B.

MODULE 2 – DOCUMENT 9 – INITIAL ASSESSMENTS – CHANGE IN CIRCUMSTANCES – ANSWERS

Scenario 1

Amar has X points in the CRS and ranks at the lower end of his round of invitations. Amar divorces his spouse in the time between when he receives his ITA and when he submits his e-APR. This causes Amar's CRS score to drop, as Amar was issued points for his spouse's education, language and Canadian work experience.

Amar's CRS score is automatically recalculated at the e-APR stage. Although Amar still meets the minimum requirements of the program to which he is applying, his new CRS score is now below the score of the lowest-ranked person issued an ITA in his round of invitations.

Answer: Refusal under section A11.2 due to a divorce

Scenario 2

Anne's first official language is French, and her *Test d'évaluation de français* (TEF) (French Language Assessment Test) scores are high enough to make her eligible for one of the federal programs.

In her e-APR, Anne's speaking score is lower than the score she provided in her Express Entry profile. Therefore, she no longer meets minimum program requirements and, as a result, no longer meets the MEC. After further review, the officer determines that this discrepancy was an honest mistake.

Answer: Refusal under section A11.2 but not section A40

Scenario 3

Paul is invited to apply for the FSWC. In both his Express Entry profile and his e-APR, Paul declares that he received a master's degree in 2010 from the University of Non Est. Paul submits a photocopy of his master's degree as part of his application.

Upon investigation, the processing office discovers that Paul's degree cannot be verified because the University of Non Est does not exist. The officer determines that Paul does not meet the Express Entry MEC because, without a master's degree, he does not have the 67

points required for the FSWC. Since the officer believes that Paul has misrepresented himself, Paul is issued a procedural fairness letter and is given 30 days to respond.

Paul does not respond to the procedural fairness letter within 30 days.

Answer: Refusal under both section A11.2 and section A40. The officer refuses Paul's application under section A11.2 for failing to meet the FSWC requirements. The officer also determines that Paul misrepresented his facts.

MODULE 2 – DOCUMENT 19 – FEDERAL SKILLED WORKER REQUIREMENTS – ANSWERS

1. List and provide the minimum requirements of the 3 areas of which the applicant must meet in order to submit their permanent resident application.

Minimum work experience requirement

The applicant must have accumulated at least one year of continuous full-time (or the equivalent in part-time) paid work experience in the occupation identified in their application for permanent residence as their primary occupation. In calculating this period of work experience, the occupation must be listed in skill type 0 (Managerial occupations), skill level A (Professional occupations) or skill level B (Technical occupations and skilled trades) of the National Occupational Classification (NOC) 2016 [R75(2)(a)].

The applicant's skilled work experience must also

- *have occurred within the ten years preceding the date of their application for permanent residence; and*
- *not be in an occupation that has been designated as a restricted occupation.*

In addition, during that period of employment, the applicant must have

- *performed the actions described in the lead statement for the occupation as set out in the occupational description of the NOC [R75(2)(b)]; and*
- *performed a substantial number of the main duties, including all of the essential duties, of the occupation as set out in the occupational description of the NOC [R75(2)(c)].*

Minimum language proficiency requirement

The applicant must demonstrate that they meet the threshold(s) set by the Minister for proficiency in either English or French for each of the four language skill areas: reading, writing, speaking and listening [R75(2)(d)].

Applicants must demonstrate that they meet the required level of language proficiency in all four language skill areas by submitting the results of an English or French language test from a designated testing organization with their application.

*In the case of applications received **before January 1, 2015**, the language test results must be less than two years old at the time of application receipt.*

*In the case of applications received **after January 1, 2015** (i.e., through Express Entry), language test results must be less than two years old when a candidate creates their profile in Express Entry, and when their application for permanent residence is submitted.*

Minimum education requirement

*Applicants must submit either their completed Canadian educational credential **or** their completed foreign educational credential and the equivalency assessment (Educational Credential Assessment [ECA] report) issued by a designated assessment organization or institution with their application for permanent residence. The equivalency assessment must be less than five years old on the date on which their application is made [R75(2)(e)].*

***Note:** The applicant must submit at least a completed Canadian secondary educational credential or its equivalent in order to meet the minimum education requirement.*

- 2. To determine whether a skilled worker, as a member of the federal skilled worker class, has the ability to become economically established in Canada, applicants are assessed against the selection criteria in R76(1). What are the 6 selection factors and what is the maximum of points that can be awarded for each factor?**
- *Education (25)*
 - *Official language proficiency (28) – a maximum 24 points for proficiency in the first official language identified by the principal applicant & a maximum of 4 points for proficiency in the second official language if the applicant's proficiency in that language meets or exceeds CLB 5 in each of the four language skill areas.*
 - *Work experience (15)*
 - *Age (12)*
 - *Arranged employment (10)*
 - *Adaptability (10)*

MODULE 2 – DOCUMENT 20 – MINIMAL WORK EXPERIENCE REQUIREMENTS – ANSWERS

1. Mandy Cruz has been working in Canada for 13 months as a personal care aid and now wishes to permanently establish in Canada. Her Schedule 3 indicates the following experience in the identified primary occupation:

From	To	Occupation	NOC	Main Duties
March 2016	March 2020	Elementary School Teacher	NOC V2021: 41221/ V2016: 4032 (A)	<ul style="list-style-type: none"> Assist students requiring special attention or care Supervise children during recess and lunch time Mark tests and homework Prepare material and classroom Participate in staff meetings

Mandy Cruz does not meet the minimal requirements for work experience for skilled worker because her main duties are outside the actions described for the occupation as set out in the (NOC V2021: 41221/ V2016: 4032 (A)). In addition, her main duties are not what is described for the occupation as set out in the (NOC V2021: 41221/ V2016: 4032 (A)).

2. Om Kapoor submitted his application on February 1st, 2016. He is a retired actor who wishes to migrate to Canada to join his children. You look at the documentation on file and note that he has the following work experience:
- For more than 30 years, he was a famous Bollywood actor (NOC V2021: 53121 / V2016: 5135 (A)) who performed in several large Indian productions. He retired from this job at the end of May 2006 due to high blood pressure. He submits DVDs of the movies he performed in as evidence.
 - In order to remain active, he then taught theatre and acting (NOC V2021: 53121 / V2016: 5135 (A)) in elementary schools in poor regions of India between 2007 and 2013. He did so on a volunteer and casual basis. He provides detailed reference letters as evidence of this experience.
 - In February 2014, he performed the role of an elderly man in a movie produced by a famous Bollywood producer (NOC V2021: 53121 / V2016: 5135 (A)). The filming lasted 8 months. He submits a letter from the producer as well as a DVD of the movie trailer.

No. He does not have at least one year of continuous experience in the 10 years preceding the date of the application. His experience as a theatre and acting teacher does not qualify because it was unpaid. He has 8 months of experience in (NOC V2021: 53121 / V2016: 5135 (A)) in 2014 and 4 months of experience in (NOC V2021: 53121 / V2016: 5135 (A)) from February to May 2006 (his experience prior to February 2006 does not fall in the 10 years preceding the date of the application). Though he has a total of 12 months of experience in (NOC V2021: 53121 / V2016: 5135 (A)) in the past 10 years, the experience was not continuous.

3. Willem De Vries is a young university professor who completed a PhD in Microbiology in December 2017. He provides sufficient evidence that he was employed as a full-time term lecturer at the University of Amsterdam (NOC V2021: 41200 / V2016: 4011 (A)) during two semesters in 2018 (from January to April 2018, and from May to August 2018). During the last 20 months of his doctoral studies, he worked part time (15 hours a week) at the microbiology laboratory of his university as a researcher (NOC V2021: 21110 / V2016: 2121 (A)).

No. Willem does not meet minimal requirements. He does have one-year of continuous full-time work experience, but not in one occupation. He needs to have all the work experience in the identified primary occupation.

MODULE 2 – DOCUMENT 21 – FEDERAL SKILLED WORKER ACTIVITY – ANSWERS

SCENARIO 1

Tam Nguyen submitted his application to immigrate to Canada as a skilled worker on Nov. 21, 2020. He was born in Vietnam on June 12, 1984. He has identified his primary occupation as a computer programmer (NOC V2021: 21230 / V2016: 2174 (A)) and has been employed full-time in that profession since September 2013. Along with his degree certificate, Tam has submitted an Educational Credential Assessment (ECA) report from International Credential Assessment Service of Canada (ICAS), one of the educational assessment organizations designated by IRCC's minister. The assessment reports that Tam's post-secondary training is equivalent to a Canadian three-year Bachelors Degree in Computer Science.

Tam identified French as his first official language. His TEF French-language test results show that he reached Canadian Language Benchmark (CLB) 7 in speaking and listening and CLB 8 in reading and writing. He has not submitted any English language test results.

Tam has an elder sister who lives in Montreal. She became a permanent resident of Canada two years ago.

Tam's bank statements show that he has over \$15,000 in savings.

	Points
FACTORS	
Age	11
Education	21
English	0
French	18
Experience	15
Arranged Employment	0
Adaptability	
<ul style="list-style-type: none"> Relatives in Canada 	5
TOTAL	70

SCENARIO 2

The application for permanent residence of Louis Armstrong was received on 1 March 2021. An update to his application was received, and based on submissions you find:

- Louis was born on 30 November 1973.
- Credentials showed that after high school, he completed a three-year Bachelor's degree in Music, specializing in interpretation at the University of British Columbia.
- There is an English test result (IELTS) on file confirming that Louis has high proficiency in the four abilities for English (CLB 10). He also claims to have moderate proficiency in French. A letter from Louis' aunt Alice confirms his proficiency in French.
- Louis has been working full-time since 1999 as a music professor (NOC V2021: 41210 / V2016: 4021 (A)) at a college.
- A letter received from a private school in Moncton, N.B., offering Louis a job as a music teacher when he arrives in Canada.
- Louis has been living with Ella, his common-law partner, for the last 10 years. She studied full-time at the University of Ottawa from September 1993 to December 1997. (She had a valid study permit.) Ella obtained a Master's Degree in French literature at the completion of her studies. There is also a French test result (TEF) on file confirming her high proficiency. Ella is included on Louis' application as an accompanying family member.

	Points
FACTORS	
Age	0
Education	21
English	24
French	0
Experience	15
Arranged Employment	0
Adaptability	
<ul style="list-style-type: none"> • Spouse's or common-law partner's language proficiency 	5
<ul style="list-style-type: none"> • Studies in Canada 	5
TOTAL	70

NOTES for '0' points:

- More than 46 years old at lock-in date
- Letter from aunt confirming PA's proficiency in French is not a sufficient proof of language proficiency
- No LMIA from ESDC so no points for arranged employment

MODULE 2 – DOCUMENT 22 – CANADIAN EXPERIENCE CLASS (CEC) ACTIVITY – ANSWERS

1. Laura submits an application with a lock-in (APR) date of December 17, 2020. She is a marketing executive with Samsung, in a NOC level A occupation. She received her invitation to apply (ITA) on November 22, 2020. Upon review of her employment history, you see one received line showing work in (NOC V2021: 11202 / V2016: 1123 (A)), as a full-time marketing executive from January 2019 to August 2020. The language scores meet the CLB level 7 in all categories and have a test date of December 2, 2018.

Based on this information, does Laura meet the CEC language requirements?

No. The language scores were expired at APR date. As such, the language requirements are not met.

2. Auston is claiming work experience as a Research Assistant, (NOC V2021: 41201 / V2016: 4012 (A)), with the University of Toronto, from September 2019 to October 2020. The employment letter on file is signed by a well-known professor (Google search confirms she authored many publications and she is seen on the University of Toronto website) and confirms that Auston worked as a Research Assistant during the stated period. There are no concerns related to job duties for this NOC or language requirement. Upon review of Auston's GCMS history you see that he was in status from September 2018 to April 2020 under both a study permit and co-op work permit. He was granted a post-graduate work-permit on March 20, 2020.

Based on this information, does Auston meet CEC work requirements?

No. This employment was concurrent to full-time studies; therefore, work as a research assistant does not count towards CEC work experience.

<https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/eligibility/canadian-experience-class.html>

3. Alexander is claiming 2 consecutive years of work experience as a Retail sales supervisor, NOC (NOC V2021: 62010 / V2016: 6211 (B)), at Wal-Mart. Upon review of his GCMS history you see that he was in status throughout the employment period on a post-graduate work permit. You review the job letter and note that the letter is on Wal-Mart letterhead and have no concerns regarding its authenticity.

The following list of duties are listed on the job description:

PERMANENT RESIDENTS

ANSWERS' GUIDE

-
- Greets customers
 - Establishes and identifies price of goods
 - Receives and processes payments by cash, cheque, credit card or debit
 - Wraps or places merchandise in bags
 - Stocks shelves and cleans check-out counter
 - Trains co-workers as required
 - Calculates total payments received at the end of his work shift and reconciles with total sales

Based on this information, does he meet CEC requirements?

No. These duties do not match the lead statement or substantial number of main duties for (NOC V2021: 62010 / V2016: 6211 (B)). They describe (NOC V2021: 65100 / V2016: 6611 (D)) Cashier, which is not a skilled NOC as per CEC.

4. Glenda is living in downtown Ottawa and working Gatineau. There is no letter on file to address whether she intends to remain in Ottawa or move to Quebec. She states Ottawa as her destination upon landing.

Do you have any Quebec residency concerns?

No. The Quebec residency requirement applies to applicants' intent to reside in QC and does not apply to work location. As long as Glenda can satisfy the officer she will reside outside of QC, CEC requirements would be met.

5. Brian is claiming work experience under NOC V2016: NOC 4313 (B) - Non-commissioned ranks of the Canadian Armed Forces. He has one employment line received, where he is claiming experience as a non-commissioned officer with the UK military working for the Canadian Forces on a training assignment to Gagetown, New Brunswick, from January 2019 to June 2020. A review of the employment letter confirms the experience as claimed.

Based on this information, does Brian meet CEC work requirements?

Yes. Although Brian is UK military, his work was conducted in-Canada and for the Canadian Armed Forces. Therefore, his work experience can qualify for this NOC.

6. Erik is claiming employment as a consultant for a high-profile firm in Ottawa. He was authorized to work during his claimed employment and has a job letter that confirms the

employment as claimed. There are no language concerns or Quebec residency concerns. You notice that he has provided the job contract in the employment records and in the job offer the language clearly defines Erik as a sole-proprietor, paid as an independent contractor. He was issued a T4A and all income is listed in the box for self-employment/commission income. There is a Notice of Assessment on file that shows he earned \$95,654 in 2020 of which he paid \$26,217 in taxes in 2020.

Based on this information, does he meet CEC requirements?

No. Based on the job offer he provided, Erik is working for himself as his own business. He is therefore self-employed and this work experience does not count towards the CEC.

MODULE 2 – DOCUMENT 23 – PROVINCIAL NOMINEE CLASS ACTIVITY – ANSWERS

PNP under the CEC stream:

Case Study 1: Mr. Earl Vontrapp and his family came to Canada 5 years ago when Mr. Vontrapp obtained a work permit as a Manager for the botanical gardens of Vancouver. After working full time there for 2 years, he decided to apply for permanent residence since he was able to obtain a certificate of selection from the province of British Columbia. His wife who teaches French as a second language submitted a TOEFL test with CLB level 8. Her husband also submitted his English results. He obtained the same CLB level 8.

PA meets the PNP – CEC stream. No points calculation needed. He meets the minimal level of language CLB 7 for NOC 0 (manager) and has more than a year of Canadian experience from a work permit while living outside the province of Quebec.

PNP under the FSW stream:

Case Study 2: Mr. Singh a 40 year old citizen of India resides in Canada on work permit. His spouse and child will both be accompanying him to Canada. He submits a skilled worker application under Express Entry. Mr. Singh holds a bachelor's degree from California University in Management. He holds a Certificate of Selection by the province of Ontario valid until June 2023. He submitted for him and his wife a CELPIP test with results all above CLB level 9. He is currently working in Canada as an Account Director under (NOC V2021: 60010/ V2016: 0601 (A)) and his employment letter says he's been working for 3 months. He also submitted a letter of employment from Infosys in India as a full time Manager of Operations under (NOC V2021: 10029 / V2016: 0125 (A)) and he worked there for a period of 3 years.

NOC Version 2021	10029
NOC Version 2016	0125
Age	7
Education	21
English	24
French	0
Experience	11
Arranged Employment	0

PERMANENT RESIDENTS

ANSWERS' GUIDE

Adaptability	5
Total	68

- **Skill level A**
- **Mr. Singh's wife gave him points for her language skills.**
- **Mr. Singh meets the FSW requirements of 67/100.**

***PNP under FSW stream since PA does not have 1 year of Canadian Experience for the CEC stream.**

MODULE 2 – DOCUMENT 24 – OTHER ECONOMIC CLASSES

<p>QUEBEC SKILLED WORKER</p> <ul style="list-style-type: none"> ○ Quebec skilled workers ○ Quebec immigrant investor ○ Quebec entrepreneur ○ Quebec self-employed persons ○ Hold valid CSQ from Quebec ○ Must intend to reside in Quebec ○ 9 selection factors and applications require minimum of 50 points for single, 59 points with spouse/ common-law partner 	<p>START-UP BUSINESS CLASS</p> <ul style="list-style-type: none"> ○ Active ongoing management of a qualifying business which operations are conducted in Canada ○ Commitment certificate and letter of support from a designated entity for investment funds ○ Settlement funds ○ At least 1 year post-secondary education ○ CLB 5 in all language areas
<p>SELF-EMPLOYED PERSONS</p> <ul style="list-style-type: none"> ○ Minimum of two years of experience in cultural activities, athletics ○ or the purchase and management of a farm (refers to applications received prior to March 10, 2018) ○ during the period beginning five years before the date of application for a permanent resident visa and ending on the day a determination is made in respect of the application ○ Demonstrate the intention and ability to create his/her own employment in Canada ○ Points system minimum of 35 	<p>ATLANTIC IMMIGRATION PROGRAM</p> <ul style="list-style-type: none"> ○ The Atlantic Immigration Program is a pathway to permanent residence for skilled foreign workers and international graduates from a Canadian institution who want to work and live in 1 of Canada's 4 Atlantic provinces—New Brunswick, Nova Scotia, Prince Edward Island or Newfoundland and Labrador. ○ Endorsement from Atlantic Province ○ Job offer from eligible employer ○ Education and residence in one of the 4 Atlantic Provinces ○ CLB/NCLC 5 for job offer in skill level NOC 0, A and B ○ CLB/NCLC 4 for job offer in skill level NOC C ○ Intent to reside in Atlantic Province

Quebec Skilled Workers:

Quebec has a special agreement on immigration with the Government of Canada. The province has its own rules for choosing immigrants who will adapt well to living there.

Eligibility for the Quebec Immigration Skilled Worker Program is determined by nine selection factors. The Quebec immigration selection system for Quebec Skilled Workers is designed to identify immigration candidates who are most likely to become economically established in the province.

1. Training (includes Education and Areas of Training)
2. Work Experience
3. Age
4. Language Proficiency
5. Quebec connection (i.e. time spent in Quebec or family in Quebec)
6. Validated Job Offer
7. Accompanying Children
8. Characteristics of Spouse
9. Financial Self-sufficiency

Start-Up Business Class:

The goal of the Start-Up Business Class is to foster innovation, attract investment and support economic growth. This is an “active” start-up program that requires the entrepreneur to participate in building the start-up.

The foreign national has obtained a commitment from a Designated Angel Investor Group of at least \$75,000 in a “qualifying business” or two or more Designated Angel Investor Groups that together will be investing a total of at least \$75,000 in a business. Alternatively, a foreign national will meet this first criteria if he/she obtains a commitment from a Designated Venture Capital Fund of at least \$200,000 or two or more designated venture capital funds that together will be investing a total of at least \$200,000 in the qualifying business. Finally, a foreign national will meet this criteria if he/she is welcomed into a Designated Business Incubator’s incubation program.

One start-up business cannot have more than five foreign nationals as members of the start-up business.

The Applicant must hold 10% or more of the voting shares of the start-up business.

No persons or entities, other than the Applicant in respect of the start-up business, a foreign national who has been issued a permanent resident visa as a member of the start-up business class in respect of the business, a designated angel investor group or a designated venture capital fund, can hold 50% or more of the total amount of the voting shares of the start-up business.

It is not necessary for Start-Up Business Class applicants to obtain work permits and start working in Canada before a permanent resident visa is issued, officers must be satisfied that the requirements will be met after the permanent resident visa is issued.

Self-Employed Persons:

- Ability AND intention of being self-employed in Canada.
- Ability AND intention of making significant contribution to activities such as cultural, athletics, OR farm purchase and management, in Canada
- Obtain at least 35 points in the 5 selection criteria points system

To be a member in the self-employed class, the applicant must have a minimum of two years of experience in cultural activities, athletics, or the purchase and management of a farm (for applications received before March 10, 2018), during the period beginning five years before the date of application for a permanent resident visa and ending on the day a determination is made in respect of the application, consisting of

1. in respect of cultural activities,
 1. two one-year periods of experience in self-employment in cultural activities,
 2. two one-year periods of experience in participation at a world class level in cultural activities, or
 3. a combination of a one-year period of experience described in clause (A) and a one-year period of experience described in clause (B),
2. in respect of athletics,
 1. two one-year periods of experience in self-employment in athletics,
 2. two one-year periods of experience in participation at a world class level in athletics, or
 3. a combination of a one-year period of experience described in clause (A) and a one-year period of experience described in clause (B), and
3. in respect of the purchase and management of a farm (for applications received before March 10, 2018), two one-year periods of experience in the management of a farm.

Atlantic Immigration Pilot Program:

The Atlantic Immigration Program is a pathway to permanent residence for skilled foreign workers and international graduates from a Canadian institution who want to work and live in 1 of Canada's 4 Atlantic provinces—New Brunswick, Nova Scotia, Prince Edward Island or Newfoundland and Labrador. The program helps employers hire qualified candidates for jobs they haven't been able to fill locally.

The Atlantic Immigration Program replaced the Atlantic Immigration Pilot on March 6th, 2022.

Who can apply:

Those eligible to apply are foreign nationals who have the ability to become economically established in Atlantic Canada, intend to reside in a province in the Atlantic region, and meet all of the following pass or fail criteria:

- provincial endorsement
- minimum education requirements
- minimum language proficiency requirements
- minimum work experience in a qualifying occupation within the 5 years before the date of application, including the employment requirements for the occupation identified in the job offer, as listed in the National Occupational Classification (NOC) description
- minimum job offer requirements (see employment requirements)

Submitting an application:

All applications for permanent residence under the AIP can be submitted online or by mail to the Centralized Intake Office (CIO) in Sydney.

Permanent Residents (CC7920) – Instructor Guide in a virtual environment	
Brief Description:	This training focuses on the categories of permanent residence that are processed within Canada.
Objectives:	<p>At the end of this training, you will be able to:</p> <ul style="list-style-type: none"> • Process applications for permanent residence in categories within Canada; • Process permanent resident applications in selected economic categories; • Make a decision as to whether an applicant meets the admissibility requirements.
Estimated Duration:	5 days
Learning Assessment:	No formal evaluation of the participant at the end of the training. Each module ends with an assessment of the individual understanding of the material using scenarios.
Pre-requisites:	<ul style="list-style-type: none"> • e-Introduction to Immigration (CC8200); • Fast and Fair Decision Making (CC5502); • Introduction to Humanitarian and Compassionate Considerations (CC8301); and • Inadmissibility in IRPA (CC7700); (<i>PM-03 level only</i>) • Getting Ready to Learn in the Virtual Classroom (CC6520) (Recommended)
Post-training:	Following the training, the participant should be partnered with an experienced officer in order to receive coaching/mentoring. This will provide participants with the opportunity to further develop knowledge related to GCMS functions and put newly acquired knowledge into practice by beginning to process real permanent resident files. The organization and planning of the coaching sessions will be the responsibility of the respective manager of the different participants.
Equipment & Technology:	<p><u>Trainer(s):</u></p> <ul style="list-style-type: none"> • 1 additional monitor (recommended but not required) • Laptop • Stable internet connection • WebEx account • Headset with microphone • Quiet workspace free of interruptions (preferably with a closing door) • PLAN B – Backup computer or personal device to access virtual training, alternative location, and backup internet source. (If there are tech issues with your work laptop, a power outage, or internet issues, what is your backup plan? Is the other facilitator able to cover your portion of the training? Do you have a friend or family member's house that you can use to conduct the training? If not, can you go into the office? If your computer is not working, do you have a secondary device that you can use to access the session? Will you be able to access your training materials from this device? These may not be required but it is helpful to be prepared and have a backup plan in the event of unexpected technical issues.) <p><u>Producer:</u></p> <ul style="list-style-type: none"> • 1 additional monitor (recommended but not required) • Laptop • Stable internet connection

	<ul style="list-style-type: none"> • WebEx account • Headset with microphone • Quiet workspace free of interruptions (preferably with a closing door) <p>Participants:</p> <ul style="list-style-type: none"> • 1 additional monitor (recommended but not required) • Laptop (tablets and cellphones are not recommended as Webex has limited functionality with these devices) • Stable internet connection • Headset with microphone • Quiet workspace free of interruptions (preferably with a closing door) • Digital copy of participant’s guide saved to computer’s desktop OR printed copy of participant’s guide • A notepad, pens or pencils and one or two highlighters • A telephone with a headset/headphones to connect via teleconference (backup)
<p>e-Handouts:</p>	<p>1. Permanent Residents</p> <ul style="list-style-type: none"> • Participant Guide • Answer Guide (individually emailed to participants) • Module 3 – Appendix – Probing Exercise – Relationship of convenience • Module 3 – Reference Page – In-Canada classes • Module 4 – Activity – Take a Stand – BIOC • Module 5 – Let’s Discuss – What Would You Do? – Pointers
<p>Training Aids:</p>	<ol style="list-style-type: none"> 1. Visual Aids (Power Point) 2. IRPA 3. IRPR 4. https://www.timeanddate.com/timer/ (Used as countdown for breaks and lunches.) 5. NOC Codes - https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/eligibility/find-national-occupation-code.html 6. Express Entry rounds of invitations - https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/submit-profile/rounds-invitations.html 7. Express Entry – A11.2 - https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/permanent-residence/express-entry/assessing-electronic-application-on-section-a11-2.html 8. CEC – Eligibility - https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/eligibility/canadian-experience-class.html 9. Proof of funds of EE - https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/documents/proof-funds.html#money_needed 10. Quebec Economic Classes – Factors - https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/quebec-skilled-workers.html 11. Currently listed entities - https://www.publicsafety.gc.ca/cnt/ntnl-scrt/cntr-trrrsm/lstd-ntts/crrnt-lstd-ntts-en.aspx

12. BIOC Case Law - <http://cicintranet.ci.gc.ca/connexion/tools-outils/perm/hc-ch/processing-traitement/child-enfant-eng.aspx>
13. Excessive Demand: <http://cicintranet.ci.gc.ca/connexion/tools-outils/medic/admiss/index-eng.aspx>
14. Excessive Demand Public Policy: <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/mandate/policies-operational-instructions-agreements/excessive-demand-june-2018.html>
15. <http://cicintranet.ci.gc.ca/connexion/tools-outils/perm/non-econ/family-famille/admissibility-admissibilite-eng.aspx>
16. <http://cicintranet.ci.gc.ca/connexion/tools-outils/medic/admiss/excessive-excessif-eng.aspx>
17. <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/mandate/policies-operational-instructions-agreements/age-based-requirements.html> (A11.2 Birthday)
18. <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/mandate/policies-operational-instructions-agreements.html> (All public policies!)

List of Topics:

MODULE 1 - INTRODUCTION		Time (min)
1.0	Introduction to the Course	130
Total time for Module 1		130 min

MODULE 2 – ECONOMIC CLASSES		
	Title	Time (min)
1.0	Introduction to Economic Classes	5
2.0	Express Entry (EE)	45
3.0	National Occupational Classification (NOC)	75
4.0	Comprehensive Ranking System (CRS)	25
5.0	Assessment – A11.2	50
6.0	Federal Skilled Worker Class (FSWC)	170
7.0	Federal Skilled Trades Class (FSTC)	5
8.0	Canadian Experience Class (CEC)	55
9.0	Provincial Nominee Class (PNP)	40
10.0	Other Economic Classes	65
11.0	Module Review	90
Total time for Module 2		605 min

MODULE 3 – IN-CANADA CLASSES		
	Title	Time (min)
1.0	Introduction	35

2.0	<u>Decision-Making Process: A Review</u>	5
3.0	<u>Applying for Permanent Residence from Within Canada</u>	100
4.0	<u>Reasons for Referral from CPC – By Category</u>	25
5.0	<u>Spouse and Common-Law Partner In-Canada Class</u>	235
6.0	<u>Sponsorship: MOC</u>	35
7.0	<u>Module Review</u>	50
	Total time for Module 3	485 min

MODULE 4 – ADMISSIBILITY



	Title	Time (min)
1.0	<u>Introduction</u>	10
2.0	<u>Requirements to Become PR</u>	25
3.0	<u>Security Triggers</u>	35
4.0	<u>Dependent Children</u>	15
5.0	<u>Humanitarian & Compassionate Considerations</u>	25
6.0	<u>A25 Exemption Requests</u>	10
7.0	<u>Delegated Authority</u>	90
8.0	<u>Factors for Consideration</u>	20
9.0	<u>Exemption to A11.2</u>	5
10.0	<u>Waiving Out-of-Status Applicants</u>	15
11.0	<u>Waiving Passport Requirements</u>	15
12.0	<u>Inadmissible Foreign National</u>	55
13.0	<u>Family Relationships</u>	65
14.0	<u>Best Interests of the Child</u>	80
15.0	<u>Module Review</u>	75
	Total time for Module 4	540 min

MODULE 5 – COURSE CONCLUSION

	Title	Time (min)
1.0	<u>Course Conclusion</u>	10
	Total time for Module 5	10

<p>Pre-Course Instructions:</p>	<p>PARTICIPANTS:</p> <ul style="list-style-type: none"> ○ Getting Ready to Learn in the Virtual Classroom (CC6520) – Recommended ○ Virtual class link(s) to be sent to participants (WebEx) ○ Group practice/demo link(s) to be sent to participants ○ Participant’s Guide (to be included in Welcome to the Course email) ○ WebEx 101 document (to be included in Welcome to the Course email) <p>FACILITATORS:</p> <ul style="list-style-type: none"> ○ Complete the “Getting Ready for Virtual Classroom Delivery” (CC6521) course – Recommended ○ Review “WebEx How to for Facilitators and Producers” document ○ If you do not already have one, request WebEx account setup (see WebEx How to for Facilitators and Producers for instructions). ○ Schedule a practice session using WebEx Training to familiarize yourself with the platform. Practice using basic functions of WebEx before the training (upload presentation, navigate through slides, write text, use annotation tools etc.) ○ Review all course materials (Instructor’s guide, Participant’s Workbook, Answer Guide and Visual Aids etc.) and familiarize yourself with the content and location of all documents required for the training ○ Schedule a practice session with other facilitator/producer <p>PRODUCER:</p> <ul style="list-style-type: none"> ○ Complete the “Getting Ready to be Producer in the Virtual Classroom” (CC6522) course – Recommended ○ Review “WebEx How to for Facilitators and Producers” document ○ If you do not already have one, request WebEx account setup (see WebEx How to for Facilitators and Producers for instructions). ○ Schedule a practice session using WebEx Training to familiarize yourself with the platform. Practice using basic functions of WebEx before the training (upload presentation, navigate through slides, write text, use annotation tools etc.) ○ Review all course materials (Instructor’s guide, Participant’s Workbook, Answer Guide and Visual Aids etc.) and familiarize yourself with the content and location of all documents required for the training ○ Schedule a practice session with other facilitator/producer ○ 1 week before training, send “Welcome to the Course Email Message by Instructors” to participants and include WebEx 101 for Participants document as well as Participant’s Guide in attachments. ○ In “Welcome” email to participants, remember to include reminder to read preface prior to training. ○ Schedule WebEx Training session 5 days for 8 hours / day and send email invitations to participants
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Participant information:


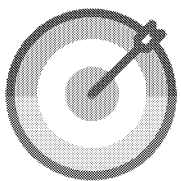
1.45 	5 min	<p>Before going any further, clarify any misunderstandings related to the readings.</p> <p>Have the participants raise their hand if they have any questions.</p> 	Visual Aid 45 – Do you have any questions?	Display Visual Aid 45 – Do you have any questions?
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BREAK - 10 minutes



Encourage participants to step away from the computer, grab a drink or snack, go outside and get fresh air or stretch.




Module 2 – Economic Classes – 10 hours 5 min



<u>1.0 - Introduction to Economic Classes</u>	5 min			
2.01 		<p>Welcome participants back to the virtual class room.</p> <p>Remind participants to put themselves on mute when no longer speaking, raise their hand if they have a question and if they need to step away from the computer, to send instructors an MS Teams message or an email.</p>	Visual Aid 46 – Welcome Back to the Virtual Classroom!	Display Visual Aid 46 – Welcome Back to the Virtual Classroom!
2.02 	5 min	<p>Welcome to Module 2 – Economic Classes</p> <p>Explain that there are many economic classes, but we will be focusing only on Express Entry applications that are being processed from within Canada.</p> <p>Refer participants to Visual Aid 47 – Module 2 - Module Objective.</p>	Visual Aid 47 – Module Objective & Module Outline	Visual Aid 47 – Module Objective & Module Outline

		<p>Module Objective:</p> <ul style="list-style-type: none"> For the economic classes being processed within Canada, participants will be able to determine if the applicant meets the eligibility requirements for permanent residence. <p>Module Outline:</p> <ul style="list-style-type: none"> Express Entry Express Entry Permanent Resident Applications – CEC, FSW, FSTC, PNC Other Economic Classes Module Review 		
2.03		<p>Before going any further, ask participants to raise their hand if they have any questions?</p> 	Visual Aid 48 – Do you have any questions?	Display Visual Aid 48 – Do you have any questions?
2.0 - Express Entry	45 min			
2.04	15 min	<p>The first item we will cover is Express Entry and review the importance of this system to our PR programs. Express Entry candidates are invited to apply for the following permanent resident applications.</p> <p>Display Visual Aid 49 – Express Entry – A Review – Question And ask this question to class in order to have a discussion – remind the participants to use the “Raised hand” tool before speaking:</p> <p>QTC: Which types of permanent resident applications are managed through the Express Entry system?</p> <p>ANS:</p> <ul style="list-style-type: none"> Federal Skilled Workers Class (FSWC) Federal Skilled Trades Class (FSTC) Canadian Experience Class (CEC) 	<p>Visual Aid 49 – Express Entry – A Review – Question</p> <p>Visual Aid 50 – Express Entry – A Review – Answer</p>	<p>Display Visual Aid 49 – Express Entry – A Review – Question</p> <p>When discussion is over, confirm the answers showing Visual Aid 50 – Express Entry – A Review – Answer</p>

		<ul style="list-style-type: none"> • <i>Portion of Provincial Nominee Program (PNP)</i> <p>Once the application has been reviewed for completeness, you will then be assessing the application against the selection criteria of the respective economic class.</p>		
2.05		<p>Explain to participants the Express Entry system eliminates the requirement to process applicants in these programs through a first in, first out method.</p>		
2.06		<p>Refer participants to Visual Aid 51 – Express Entry Process for a general overview of the system process. Clarify to the participants they will be assigned applications after they have been processed through this express entry system. Advise participants they need to have a general understanding of this process as they will be ensuring the applicant provided accurate information into their on-line accounts.</p> <p>Identify the highlights of Express Entry:</p> <ul style="list-style-type: none"> • Foreign nationals wishing to come to Canada must first complete an express entry profile through their online account. • Those who appear to meet the criteria of one or more of the federal immigration programs managed through Express Entry are automatically entered into the Express Entry pool of candidates. • Top-ranked candidates are then invited to apply online for permanent residence. This is based on IRCC's Comprehensive Ranking system (CRS). 	Visual Aid 51 – Express Entry Process	Display Visual Aid 51 – Express Entry Process

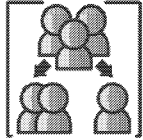
		<ul style="list-style-type: none"> Before creating an Express Entry profile, candidates must take a designated language test; have their educational credentials assessed by a designated organization against Canadian standards (if educated outside of Canada); and find out whether their work experience falls within a qualifying skill type as per the Government of Canada's job classification system (National Occupational Classification). 		
2.07		Remind participants this is an automated system which checks for application completeness and minimum class requirements prior to the application being assigned to an officer for both selection and admissibility decisions.		
 BREAK - 10 minutes combined with  Below! <i>Encourage participants to step away from the computer, grab a drink or snack, go outside and get fresh air or stretch.</i>				
2.08	30 min	<p>Self-Learning – Express Entry</p> <p>Refer participants to their Participant's Guide and have them read, individually, from Module 2 - Document 2 – Legislative References – Economic Classes to Module 2 - Document 7 – Initial Assessments of Express Entry e-Applications.</p> <p>Participants should stay connected to MS Teams in case they have questions.</p> <ul style="list-style-type: none"> ✓ Advise participants that they are to take a 10 minute break before or after their self-learning. Encourage participants to step away from the computer, grab a drink or snack, go outside and get fresh air or stretch. 	<p>Visual Aid 52 – Self-Learning – Express Entry</p>	<p>Display Visual Aid 52 – Self-Learning – Express Entry</p> <ul style="list-style-type: none"> Add countdown timer to screen.

3.0 - National Occupational Classification (NOC)	75 min			
2.09 	5 min	<p>Welcome participants back to the virtual class room.</p> <p>Remind participants to put themselves on mute when no longer speaking and raise their hand if they have a question.</p>	Visual Aid 53 – Virtual Class – Welcome Back!	Display Visual Aid 53 – Virtual Class – Welcome Back!
2.10 		<p>Before going any further, clarify any misunderstandings related to the readings.</p> <p>Have the participants raise their hand if they have any questions.</p> 	Visual Aid 54 – Do you have any questions?	Display Visual Aid 54 – Do you have any questions?
2.11	10 min	<p>Let's now turn our focus to work experience and its requirement to be a designated occupation under the National Occupational Classification (NOC).</p> <p>Clarify that NOC is a critical part of verifying employment in express entry applications. Express Entry applications have clear up-front requirements and the onus is on the applicant to provide sufficient evidence to satisfy the Officer their claimed employment is valid. If the information on file (intrinsic evidence) is insufficient to establish that the applicant meets the employment requirements, the applicant can be refused.</p> <p>During your self-learning, you read Document 5 – Deciphering NOC Codes. This is a useful reference sheet.</p> <p>Explain to the group that the NOC is the official governmental system that classifies jobs and groups them based on the type of:</p>		

		<ul style="list-style-type: none"> • job duties • work a person does <p>Skilled work experience means the applicant must have worked in 1 of these <u>National Occupational Classification (NOC) job groups</u>:</p> <ul style="list-style-type: none"> • Managerial jobs (skill type 0) • Professional jobs (skill level A) • Technical jobs and skilled trades (skill level B) 		
<p>2.12</p> 	<p>10 min</p>	<p>Producer will screen share NOC link.</p> <p>Next, show participants the NOC system by going through our PDIs. It can be reached through the Express Entry pages which will lead the class to the external site.</p> <p>Add link to MS Teams chat: https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/eligibility/find-national-occupation-code.html</p> <p>Emphasize to the group, that the critical factor with this NOC system is ensuring that applicants have the correct corresponding job groups for their occupation titles. Time will be spent verifying that the NOC codes are accurate as these job groupings are part of the selection criteria. Some occupation titles have similar duties</p> <p>The employment requirements listed in the NOC occupational description are not determinative (i.e. not in and of itself grounds for refusal) however if the applicant does not meet the employment requirements, it is reasonable for an Officer to have concerns about the</p>		<p>Screen share link: https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/eligibility/find-national-occupation-code.html</p> <p>Open NOC link: https://noc.esdc.gc.ca/Structure/Hierarchy and enter NOC 1411 to show participants the structure.</p>

		<p>applicant's ability to perform the actions described in the lead statement.</p> <p>To further clarify to the participants, explain that under the NOC Occupational description there is a LEAD STATEMENT, then MAIN DUTIES and under that EMPLOYMENT REQUIREMENTS.</p> <p>Refer participants to the NOC tool, look up NOC 1411 to illustrate these different components of the occupational description.</p> <p>https://noc.esdc.gc.ca/Structure/Hierarchy</p> <p>Caution the participants, we cannot refuse applicants simply because they don't meet the employment requirements, as the focus is on whether the applicant performs the actions described in the lead statement and a substantial number of the main duties listed. However, officers should bear in mind whether the applicants meet the employment requirements of the NOC.</p>		
2.13	5 min			

<u>2.14</u>	25 min	Refer participants to Document 8 – Verify the Occupational Group in their participant’s guide. Instructions:	Visual Aid 56 – Exercise – Verify the Occupational Group	Display Visual Aid 56 – Exercise – Verify the Occupational Group <u>Breakout Rooms Exercise</u>



Explain to the participants they will have 25 minutes to read 4 scenarios and determine whether the applicants have provided the correct occupational groups for their skill level. The scenarios are built taking into consideration what they would likely see in GCMS.

Why:

Applicants need to have skilled work experience in 1 of these National Occupational Classification (NOC) job groups:

- Managerial jobs (skill type 0)
- Professional jobs (skill level A)
- Technical jobs and skilled trades (skill level B)

The applicants must show that while working in their primary occupation they performed the duties

How:

Using the National Occupation Classification (NOC) System, read the Lead Statement and Main Duties of the declared occupation and determine if it is consistent with the information provided or more consistent with another occupation.

Time: 25 minutes to discuss scenarios and write your responses on the whiteboard.

- ✓ Advise participants that they are to take a **60 minute main break** after their breakout session. Encourage participants to step away from the computer, grab a drink or snack, go outside and get fresh air or stretch.



Divide participants into groups of 3.

Add NOC link to MS Teams chat:
<https://noc.esdc.gc.ca/Home/Welcome/3544346e7c6248c8af9826a766c43db5?GoCTemplateCulture=en-CA>

Start Breakout Session.

Start 1hr & 25 minute activity timer.





Breakout → Broadcast message to notify participants they have to wrap-up discussions.

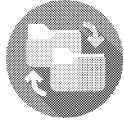


Breakout → End Breakout Session



MAIN BREAK – 1 hour


Encourage participants to step away from the computer, grab a drink or snack, go outside and get fresh air or stretch.




<p>2.15</p> 	<p>20 min</p>	<p>Welcome participants back!</p> <p>Advise participants that we will now review the answers to Document 8 – Verify the Occupational Group.</p> <p>Use 2.14 – Answer Guide for Module 2 - Document 8 - Verify the Occupational Group – Answers to review scenarios.</p>	<p>Visual Aid 57 – Virtual Class – Welcome Back!</p>	<p>Display Visual Aid 57 – Virtual Class – Welcome Back!</p>
<p>2.16</p> 		<p>Emphasize to the officers it is critical to their performance that they are comfortable using the NOC tool.</p> <p>Ask participants if they have questions. They can raise their hand if they have any.</p> 		
<p>2.17</p> 		<p>NOTE TO TRAINER: Depending on the group, you may choose to provide another example of _____ before moving onto the next topic.</p>		
<p>2.18</p>		<p>Advise participants that the Answer Guide has been uploaded into the MS Teams chat.</p>	<p>Visual Aid 58 – Answer Guide – Upload in Chat</p>	<p>Display Visual Aid 58 – Answer Guide – Upload in Chat</p>


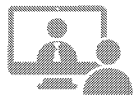
		<ul style="list-style-type: none"> • <u>2.14 – Answer Guide for Module 2 - Document 8 – Verify the Occupational Group - Answers</u> <p>Let them know that they should save this document into a training folder so that they can easily find them later.</p> <p>Have participants confirm once they have downloaded the document by raising their hand.</p> 	2.14 – Answer Guide for Module 2 - Document 8 – Verify the Occupational Group – Answers (Word Document)	Upload Document in MS Teams chat: <u>2.14 – Answer Guide for Module 2 - Document 8 – Verify the Occupational Group - Answers</u>
4.0 - Comprehensive Ranking System (CRS)	25 min			
2.19 	15 min	<p>Display Visual Aid 59 – Comprehensive Ranking System and advise participants that as we saw from the diagram illustrated in the Express Entry Flow diagram, the client needs to meet the minimum requirements before having their profile scored.</p> <p>The Comprehensive Ranking System (CRS) is the points-based system used to assess and score a client’s profile in order to rank them in the Express Entry pool.</p> <p>The Comprehensive Ranking System visual aid provides a quick review of the CRS. Remember that you do not need to memorize these points as it is the CRS that automatically generates the client’s score.</p> <p>One of the your eventual tasks is to determine whether the client provided accurate information in their online profile which resulted in a CRS score that allowed the client to then apply for permanent residence.</p> <p>The CRS include a core set of points up to 600 points and a set of additional points of up to 600 points totaling to a possible 1,200 points.</p>	Visual Aid 59 – Comprehensive Ranking System	Display Visual Aid 59 – Comprehensive Ranking System






		<p>Core: Up to 600 points</p> <ol style="list-style-type: none"> 1. <i>Skills and experience factors</i> 2. <i>Spouse or common-law partner factors, such as their language skills and education</i> 3. <i>Skills transferability, including education and work experience</i> <p>Additional: Up to 600 points</p> <ol style="list-style-type: none"> 1. <i>Canadian degrees, diplomas or certificates</i> 2. <i>a valid job offer</i> 3. <i>a nomination from a province or territory</i> 4. <i>a brother or sister living in Canada who is a citizen or permanent resident</i> 5. <i>strong French language skills</i> <p>CRS points are automatically calculated under the EE eligibility tab in GCMS and therefore do not need to be memorized and no calculation is required by Officers however it is important to understand how the applicant can lose points.</p> <p>For those working in PNP- EE, here is where being a provincial nominee is an advantage in the Express Entry stream - an applicant receives 600 points under the CRS for having a valid nomination!</p>		
2.20		<p>Display Visual Aid 60 – Change in Work Experience and explain that on the slide we have an example that shows that a change in years of work experience can have an impact on whether an applicant would receive an invitation to apply (ITA).</p> <p><i>An applicant may claim points for 2 years of Canadian Work Experience and be awarded 53 points as per Ministerial Instructions (MI) Item 15(a)(iii) but the documents submitted only confirm 1 year of Canadian work experience.</i></p>	Visual Aid 60 – Change in Work Experience	Display Visual Aid 60 – Change in Work Experience




	<p><i>Therefore, they are only eligible for 40 points as per MI15(a)(iii), this loss on 13 points could be integral to meeting the minimum entry score for their round in invitation.</i></p> <p>For example, if the minimum CRS for the round of invitations was 750, and the applicant declared having 760, then the loss of 13 points would put them at 747 points, which falls below the minimum score.</p>		
2.21	<p>Only top-ranked candidates in the Express Entry pool are issued an Invitation to Apply (ITA) at the time of the round of invitation. The CRS minimum entry criteria changes for CEC depending on the round of invitation and tends to average around 440 points.</p> <p>Note that the most recent round of invitations was on March 16, 2022 for provincial nominee express entry applications. They sent out invitations to the top scoring 924 applicants with provincial nominations. The lowest score was 754.</p> <p>(Note to trainer: see https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/submit-profile/rounds-invitations.html for up-to date invitation stats.)</p> <p>Display Visual Aids 61 and 62 – Examples of Work Experience</p> <p>Review both examples with participants. (Found on slides)</p> <p>Example 1: <i>CEC you must have 1 year of Canadian work experience in NOC O, A or B in the last 3 years from application date and it need not be continuous or in the same occupation.</i></p> <p>Example 2:</p>	<p>Visual Aids 61 and 62 – Examples of Work Experience</p>	<p>Visual Aids 61 and 62 – Examples of Work Experience</p>



		<p><i>For FSW you must have 1 year of continuous work experience in the same NOC at skill level 0, A or B. The FSW minimum score is 67 points out of 100:</i></p> <ul style="list-style-type: none"> • <i>Age - max 12</i> • <i>Education (with ECA) - max 25</i> • <i>Experience - max 15</i> • <i>Arranged employment - max 10</i> • <i>Official language proficiency - max 28</i> • <i>Adaptability - max 10</i> <p>Advise participants that for each EE category there is a different set of eligibility requirements.</p> <p>As stated earlier, there is no cap for candidates entering the Express Entry pool. We also saw that these candidates are the ones responsible for completing their online profiles which could result them in having high CRS scores.</p>		
<p>2.22</p> 	<p>10 min</p>	<p>Display Visual Aid 63 – Question – Minimum Entry Requirement</p> <p>Ask the following question to class in order to have a discussion.</p> <p>Ask them to type their answers in chat or raise their hand to discuss.</p> <p>QTC: But, what if the applicant did not or does not meet the Express Entry minimum entry criteria (MEC) or did not or does not possess the qualifications for which they received their CRS score? What do we need to do?</p> <p>Make sure the correct answer is – <u>the application has to be refused.</u></p> <p>Link the answer to the next topic A11.2 Assessment.</p>	<p>Visual Aid 63 – Question – Minimum Entry Requirement</p>	<p>Display Visual Aid 63 – Question – Minimum Entry Requirement</p> <p>↓ Annotation on slide</p>



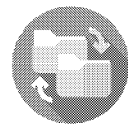
5.0 - A11.2 Assessment	60 min			
2.23 	5 min	<p>Refer participants to Visual Aid 64 – Express Entry – A11.2 & A40 and have them read each section of the Act out loud.</p> <p>Explain to the participants if both A11.2 and A40 apply, the application should be refused on both grounds.</p> <p>So let’s discuss A11.2 further.</p> <p>An officer may not issue a visa to an applicant who did not or does not meet the Express Entry minimum entry criteria (MEC) or did not or does not possess the qualifications for which they received their CRS score at the time when:</p> <ul style="list-style-type: none"> • the invitation to apply (ITA) was issued; or • the e-APR was received by IRCC. 	Visual Aid 64 – Express Entry – A11.2 & A40	Display Visual Aid 64 – Express Entry – A11.2 & A40
2.24 	5 min	<p>Ask this question to class in order to have a discussion – remind the participants to use the “Raised hand” tool before speaking:</p> <p>QTC: <i>Having seen the express entry flow diagram, when reviewing an application, what must an officer then determine when they first receive an application?</i></p> <p>ANS: <i>Processing officers must determine if:</i></p> <ul style="list-style-type: none"> • <i>the applicant possesses the qualifications that they declared in their e-APR, as corroborated by the applicant’s supporting documentation; and</i> • <i>when the applicant submits their e-APR, the information provided in their Express Entry profile has not materially changed to the degree that the applicant would not have been issued an ITA in that round of invitations.</i> 	Visual Aid 65 – Question – Must Determine Visual Aid 66 – Answer – Must Determine	Display Visual Aid 65 – Question – Must Determine  Annotation on slide When discussion is over, confirm the answers showing Visual Aid 66 – Answer – Must Determine


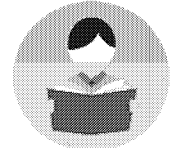
		<p>NOTE TO TRAINER: Mention to the officers there is a public policy to A25 exempt applicants if they have a birthday between the ITA and lock-in date. Their age change may lower their CRS score and result in them not meeting the lowest score in their round of invitation. Officers can consider granting this exemption under A25.2. Advise we will talk further about A25 exemptions in Module 4.</p>		
<p>2.25</p> 	<p>5 min</p>	<p>Skim through Visual Aid 67 – Express Entry Assessments</p> <p>A11.2 - If it is determined that the applicant does not meet the requirements of one of the federal Immigration programs to which he or she has been linked, the application must be refused under section A11.2.</p> <p>A40 - Any misrepresentation must be considered, if applicable.</p>	<p>Visual Aid 67 – Express Entry Assessments</p>	<p>Display Visual Aid 67 – Express Entry Assessments</p>
<p>2.26</p>		<p>Refer participants to Visual Aid 68 – Refuse per A11.2.</p> <p>To recap when to refuse:</p> <ul style="list-style-type: none"> • <i>the applicant did not or does not meet the MEC,</i> • <i>the applicant's recalculated CRS score has fallen below that of the lowest-ranked candidate invited to apply</i> <p>Accordingly, officers should refuse an application under section A11.2 if it is determined that:</p> <ul style="list-style-type: none"> • at the time of the ITA or e-APR, the applicant did not or does not meet the MEC, which includes the requirements of the program to which they were invited to apply; or • the applicant's recalculated CRS score has fallen below that of the lowest-ranked candidate invited to apply in that round of invitations. 	<p>Visual Aid 68 – Refuse per A11.2</p>	<p>Display Visual Aid 68 – Refuse per A11.2</p>

<p>2.27</p> 		<p>Before going any further, ask participants to raise their hand if they have any questions?</p> 	<p>Visual Aid 69 – Do you have any questions?</p>	<p>Display Visual Aid 69 – Do you have any questions?</p>
 <p>BREAK - 10 minutes</p> <p><i>Encourage participants to step away from the computer, grab a drink or snack, go outside and get fresh air or stretch.</i></p>				
<p>2.28</p> 	<p>5 min</p>	<p>Welcome participants back from break!</p> <p><i>QTC: What happens if there are discrepancies in an applicant's Express Entry profile or their e-APR? What do you need to do?</i></p> <p><i>ANS: Officers need to assess for possibility of misrepresentation as these applicants may face a five-year ban from submitting any further immigration applications to Canada, including temporary residence applications.</i></p>	<p>Visual Aid 70 - Question - Discrepancies</p> <p>Visual Aid 71 – Answer - Discrepancies</p>	<p>Display Visual Aid 70 – Question - Discrepancies</p> <p>When discussion is over, confirm the answers showing Visual Aid 71 Answer - Discrepancies</p>
<p>2.29</p> 		<p><i>QTC: What were some of the elements seen when you learned about A40?</i></p> <p>Note to trainer: You may have to initiate the conversation depending on the group.</p> <p>ANS:</p> <ul style="list-style-type: none"> • <i>Misrepresenting /misstating the facts</i> • <i>Withholding material facts</i> 	<p>Visual Aid 72 - Question – Elements of A40</p> <p>Visual Aid 73 – Answer – Elements of A40</p>	<p>Display Visual Aid 72 - Question – Elements of A40</p> <p>When discussion is over, confirm the answers showing Visual Aid 73 – Answer – Elements of A40</p>

		<ul style="list-style-type: none"> • <i>Providing fraudulent documents (includes improperly obtained)</i> • <i>Providing altered documents (genuine documents that have been tampered)</i> 		
2.30 	15 min	<p>Display Visual Aid 74 – Initial Assessments – Change in Circumstances and explain that we are now going to do a group exercise.</p> <p>I will share three scenarios on the screen, where there has been a change in circumstance.</p> <p>You must decide whether or not A11.2 (they no longer meet the requirements) and/or A40 (misrepresentation) applies.</p> <p>Raise your hand when you have your answer/put your answer in the chat (trainer: decide which method works for you)</p> <p><i>Are you ready?</i></p> <p>(Note to trainer)</p> <ul style="list-style-type: none"> ✓ Read out each scenario ✓ Solicit answers ✓ Share answer on screen ✓ Clarify questions that arise ✓ Explain that this exercise can be found in their participant’s guide – Module 2 – Document 9. 	Visual Aid 74 – Initial Assessments – Change in Circumstances	Display Visual Aid 74 – Initial Assessments – Change in Circumstances  Annotation on slide
2.31		<p>Display Visual Aid 75 – Change in Circumstances – Scenario 1</p> <p>Scenario 1</p> <p><i>Amar has X points in the CRS and ranks at the lower end of his round of invitations. Amar divorces his spouse in the time between when he receives his ITA and when he submits his e-APR. This causes Amar’s CRS score to drop, as Amar was</i></p>	Visual Aid 75 – Change in Circumstances – Scenario 1	Display Visual Aid 75 – Change in Circumstances – Scenario 1  Annotation on slide


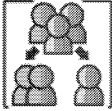
		<p><i>issued points for his spouse's education, language and Canadian work experience.</i></p> <p><i>Amar's CRS score is automatically recalculated at the e-APR stage. Although Amar still meets the minimum requirements of the program to which he is applying, his new CRS score is now below the score of the lowest-ranked person issued an ITA in his round of invitations.</i></p> <p>Answer: Refusal under section A11.2 due to a divorce</p>		
2.32		<p>Display Visual Aid 76 – Change in Circumstances – Scenario 2</p> <p><i>Scenario 2</i></p> <p><i>Anne's first official language is French, and her Test d'évaluation de français (TEF) (French Language Assessment Test) scores are high enough to make her eligible for one of the federal programs.</i></p> <p><i>In her e-APR, Anne's speaking score is lower than the score she provided in her Express Entry profile. Therefore, she no longer meets minimum program requirements and, as a result, no longer meets the MEC. After further review, the officer determines that this discrepancy was an honest mistake.</i></p> <p>Answer: Refusal under section A11.2 but not section A40</p>	Visual Aid 76 – Change in Circumstances – Scenario 2	<p>Display Visual Aid 76 – Change in Circumstances – Scenario 2</p> <p> Annotation on slide</p>
2.33		<p>Display Visual Aid 77 – Change in Circumstances – Scenario 3</p> <p>Scenario 3</p> <p><i>Paul is invited to apply for the FSWC. In both his Express Entry profile and his e-APR, Paul declares that he received a master's degree in 2010 from the University of Non Est. Paul</i></p>	Visual Aid 77 – Change in Circumstances – Scenario 3	<p>Display Visual Aid 77 – Change in Circumstances – Scenario 3</p> <p> Annotation on slide</p>

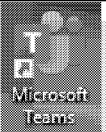
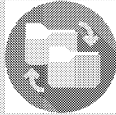
		<p><i>submits a photocopy of his master's degree as part of his application.</i></p> <p><i>Upon investigation, the processing office discovers that Paul's degree cannot be verified because the University of Non Est does not exist. The officer determines that Paul does not meet the Express Entry MEC because, without a master's degree, he does not have the 67 points required for the FSWC. Since the officer believes that Paul has misrepresented himself, Paul is issued a procedural fairness letter and is given 30 days to respond.</i></p> <p><i>Paul does not respond to the procedural fairness letter within 30 days.</i></p> <p>Answer: Refusal under both section A11.2 and section A40. The officer refuses Paul's application under section A11.2 for failing to meet the FSWC requirements. The officer also determines that Paul misrepresented his facts.</p>		
<p>2.34</p> 	<p>5 min</p>	<p>Before going any further, clarify any misunderstanding before getting into the details of Federal Skilled Workers Class.</p> <p>Ask participants to raise their hand if they have any questions?</p> 	<p>Visual Aid 78 – Do you have any questions?</p>	<p>Display Visual Aid 78 – Do you have any questions?</p>
<p>2.35</p> 		<p>Advise participants that the Answer Guide has been uploaded into the MS Teams chat.</p> <ul style="list-style-type: none"> • <u>2.30 – Answer Guide for Module 2 - Document 9 – Initial Assessments – Change in Circumstances - Answers</u> <p>Let them know that they should save this document into a training folder so that they can easily find them later.</p>	<p>Visual Aid 79 - Answer Guide – Upload in Chat</p> <p>2.30 – Answer Guide for Module 2 - Document 9 – Initial Assessments – Change in Circumstances - Answers</p>	<p>Display Visual Aid 79 - Answer Guide – Upload in Chat</p> <p>Upload Document in MS Teams chat:</p> <p><u>2.30 – Answer Guide for Module 2 - Document 9 – Initial Assessments – Change in Circumstances - Answers</u></p>




		Have participants confirm once they have downloaded the document by raising their hand. 	(Word Document)	
6.0 - Federal Skilled Workers Class	170 min			
2.36 	60 min	<p>Self-Learning – Federal Skilled Workers Class</p> <p>Refer participants to their Participants Guide and have them read, individually, from Module 2 - Document 10 – Federal Skilled Worker Class to Module 2 - Document 18 – Express Entry Applications – Eligibility Requirements</p> <p>Specify that Documents 12 to 14 are provided as reference material and to summarize the class requirements while noting that Arranged Employment, Language, and Education are core factors in determining FSW eligibility. They do not need to be memorized.</p> <ul style="list-style-type: none"> ✓ Advise participants that they should take a break during their self-learning. Encourage participants to step away from the computer, grab a drink or snack, go outside and get fresh air or stretch. 	Visual Aid 80 – Self-Learning – Federal Skilled Workers Class	Display Visual Aid 80 – Self-Learning – Federal Skilled Workers Class <ul style="list-style-type: none"> • Add countdown timer to screen.





END OF DAY 1 – Display Visual Aid 81

Module/section	Estimated Duration	Description of learning activity/ key messages	Teaching Aids	Producer
DAY 2				
Pre-training preparations		<i>Add link to training</i>		30 minutes before scheduled session, upload the following item(s) to the WebEx in preparation for the session:

				<p>UPLOAD</p> <p><u>Virtual - Permanent Resident Visual Aids - E - DAY 2 - APR2022</u></p> <ul style="list-style-type: none"> • Display Visual Aid 2 – Welcome! & Microphone Etiquette
				<p><u>Summary of Day 2 Activities:</u></p> <p>Breakout Room:</p>
				<p><u>2.68</u> (4 Groups) & MS Teams chat</p> <p>2. MS Teams Chat – add links to chat for <u>2.68</u>.</p>
				<p>Group 1 - <u>Québec Economic Classes</u> Group 2 - <u>Start-Up Business Class</u> Group 3 - <u>Self-Employed Persons Class</u> Group 4 - <u>Atlantic Immigration Pilot Program</u></p>
				<p>3. Documents to transfer/email: Save the following file(s) to your computer to transfer/email during the session:</p>
				<ul style="list-style-type: none"> • <u>2.43 – Answer Guide for Module 2 – Document 19 – Federal Skilled Workers Requirements - Answers</u> • <u>2.45 – Answer Guide for Module 2 – Document 20 – Minimal Work Experience Requirements - Answers</u> • <u>2.48 – Answer Guide for Module 2 – Document 21 – Federal Skilled Worker Activity - Answers</u>

				<ul style="list-style-type: none"> • 2.53 – Answer Guide for Module 2 – Document 22 – Canadian Experience Class Activity - Answers • 2.64 – Answer Guide for Module 2 – Document 23 – Provincial Nominee Activity - Answers • 2.68 – Answer Guide for Module 2 – Document 24 – Other Economic Classes - Answers
				
<u>DAY TWO</u>				
<u>FSWC continues</u>				
2.37	5 min	Welcome participants as they join the virtual classroom. Let them know that the virtual session will begin shortly and to make sure that they have their Participant’s Guide open.	Visual Aid 2 – Day 2 – Welcome!	Virtual - Permanent Resident Visual Aids - E - DAY 2 - APR2022 (PowerPoint)

		<p>✓ Confirm that Audio is functioning for all participants.</p> <p>Note to facilitator: This is an opportunity to set the tone of the training, to have participants feel more comfortable speaking up during the session and also allows you to make sure that everyone's microphone is working properly.</p> <p>Remind participants of the virtual classroom rules:</p> <ul style="list-style-type: none"> • Mute the microphone when they are no longer speaking • Raise their hand if they have a question • Send a message to the instructors via MS Teams or email if they have to step away during the session. <p>Ask participants to raise their hand if they have any questions?</p> 		<p>Display Visual Aid 2 – Day 2 – Welcome!</p>
<p>2.38</p> 	<p>10 min</p>	<p>Display Visual Aid 3 – Recap – Federal Skilled Worker Class</p> <p>Remind participants that they ended yesterday with a Self-Learning component on Federal Skilled Worker Class by reading from Module 2 - Document 10 – Federal Skilled Worker Class to Module 2 - Document 18 – Express Entry Applications – Eligibility Requirements.</p> <p>Recap, that:</p> <p>Documents 12 to 14 were provided as reference material and to summarize the class requirements.</p> <ul style="list-style-type: none"> • <i>FSWC is prescribed as a class of persons who are skilled workers, who may become permanent residents on the basis of their ability to become economically established in Canada, and who intend to reside in a province other than Québec.</i> 	<p>Visual Aid 3 – Recap – Federal Skilled Worker Class</p>	<p>Display Visual Aid 3 – Recap – Federal Skilled Worker Class</p> <p>✚ Annotation on slide</p>

<p style="text-align: center; font-size: 2em;">?</p>		<ul style="list-style-type: none"> • <i>FSWC applicants need to not only meet the minimum requirements of the program, but the selection criteria as well.</i> • <i>To determine whether a skilled worker, as a member of the federal skilled worker class, has the ability to become economically established in Canada, applicants are assessed against the selection criteria in R76(1).</i> • <i>Note that Arranged Employment, Language, and Education are core factors in determining FSW eligibility.</i> <p>Ask participants to raise their hand if they have any questions?</p> 		
<p>2.39</p>		<p>Review Visual Aid 4 – FSWC – Criteria with participants.</p> <ul style="list-style-type: none"> • <i>Skilled workers (NOC 0, A, or B)</i> • <i>Able to become economically established in Canada</i> • <i>Reside in their province of nomination (not Quebec)</i> • <i>Must meet MEC</i> • <i>Must meet selection criteria</i> • <i>FSWC pass mark is 67 points</i> <p> <i>FSWC score > or = to pass mark</i>  <i>Positive eligibility decision</i> <i>FSWC score < pass mark</i>  <i>Negative eligibility decision</i> </p>	<p>Visual Aid 4 – FSWC - Criteria</p>	<p>Display Visual Aid 4 – FSWC - Criteria</p> <p> Annotation on slide</p>
<p>2.40</p>	<p>5 min</p>	<p>Refer participant's to Visual Aid 5 – Final Selection Decision.</p> <ul style="list-style-type: none"> • If the applicant's total score is equal to or greater than the pass mark set by the Minister, the officer will make a positive eligibility decision, and proceed to determining admissibility. 	<p>Visual Aid 5 – Final Selection Decision</p>	<p>Display Visual Aid 5 – Final Selection Decision</p>

		<ul style="list-style-type: none"> If the applicant's total score is less than the pass mark set by the Minister, the officer will make a negative eligibility decision, record the outcome and reasons in GCMS, and send a letter to inform the applicant that their application has been refused for insufficient points. <p>*** Remember that GCMS automatically calculates the applicant's score (both CRS and Eligibility).***</p>		
2.41		<p>Review Visual Aid 6 – Settlement Funds with the participants.</p> <p>In addition to passing the selection criteria, the applicant must also have sufficient funds available to support their settlement in Canada, pursuant to subparagraph R76(1)(b)(i). However, there is an exception to applicants who have been authorized to work in Canada and have been awarded points for a qualifying offer of arranged employment under Express Entry or for arranged employment as defined in R82(1) and R82(2).</p> <p><i>The funds must be</i></p> <ul style="list-style-type: none"> <i>available and transferable;</i> <i>unencumbered by debts or other obligations; and</i> <i>Sufficient to support initial establishment in Canada.</i> <p>Remember that sufficient funds is measured by using the LICO (Low Income Cut-Off) chart and referencing the applicant's family size (including both accompanying and non-accompanying dependents).</p> <p>Ex. Paying child support has to be included in funds.</p>	Visual Aid 6 – Settlement Funds	Display Visual Aid 6 – Settlement Funds
2.42	10 min	<p>Review Visual Aid 7 & Visual Aid 8 - Substituted Evaluation with the participants.</p> <p>Read - Visual Aid 7 – Substituted Evaluation - R76(3)</p>	Visual Aid 7 & 8 – Substituted Evaluation	Visual Aid 7 & 8 – Substituted Evaluation



QTC: So essentially, what does this provision mean?

ANS: An officer may choose to exercise their authority for substituted evaluation in respect of the point assessment and the final selection decision.

Explain to the participants, typically applicants meet or don't meet the selection criteria, and application of this provision is not frequent but is available should the officer choose to use it. However, advise participants application of this provision requires concurrence by another officer R76(4).

Read – Visual Aid 8 – Substituted Evaluation

Remember that substitution of evaluation can be used to overcome only the points assessment against selection criteria. It cannot be used to overcome an applicant's failure to meet eligibility criteria under Ministerial Instructions, minimum requirements or the requirement for settlement funds.

Lastly, it is important to note that substituted evaluation should not be confused with humanitarian and compassionate authority [A25(1)], which enables the Minister and his delegates to grant permanent residence or an exemption from any applicable criteria or obligation of the IRPA if justified by humanitarian and compassionate considerations relating to the foreign national.

2.43

30 min

Refer participants to **Document 19 – Federal Skilled Worker Requirements** in their participant's guide.

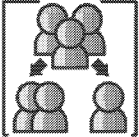
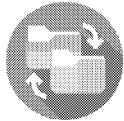

This will be a breakout room activity.

Visual Aid 9 – Federal Skilled Worker Requirements

Display **Visual Aid 9 – Federal Skilled Worker Requirements**

Breakout Rooms activity

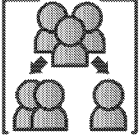


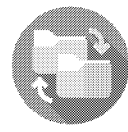
Divide participants into groups of 3.





	<p>Instructions : In groups of 3, using the PDIs and Document 10 Federal Skilled Worker, research the following questions about the Federal Skilled Worker Class.</p> <p>Don't forget to document your answers and nominate a spokesperson so that your group can share their screen and present their answers.</p> <p>Time : 20 minutes</p> <p>Note: As stated in the instructions for this exercise, the Express Entry system or the Centralized Intake Office (CIO) will determine if the applicant meets the minimum requirements to submit an application as a skilled worker.</p> <p>During the following discussion, make sure the answers found in Document 19 – Federal Skilled Worker Requirements – Answers are stated and understood by the participants.</p> <p>Time: 10 minutes for recap</p>		<p>Start Breakout Session.</p> <p>Breakout → Broadcast message to notify participants they have to wrap-up discussions.</p> <p>Breakout → End Breakout Session</p>
<p>2.44</p> 	<p>Advise participants that the Answer Guide has been uploaded into the MS Teams chat.</p> <ul style="list-style-type: none"> • <u>2.43 – Answer Guide for Module 2 – Document 19 – Federal Skilled Workers Requirements - Answers</u> <p>Let them know that they should save this document into a training folder so that they can easily find them later.</p> <p>Let them know that they should save this document into a training folder so that they can easily find them later.</p> <p>Have participants confirm once they have downloaded the document by raising their hand.</p> 	<p>Visual Aid 10 - Answer Guide – Upload in Chat</p> <p>2.43 – Answer Guide for Module 2 – Document 19 – Federal Skilled Workers Requirements - Answers (Word Document)</p>	<p>Display Visual Aid 10 - Answer Guide – Upload in Chat</p> <p>Upload Document in MS Teams chat:</p> <p><u>2.43 – Answer Guide for Module 2 – Document 19 – Federal Skilled Workers Requirements - Answers</u></p>








BREAK - 10 minutes

Encourage participants to step away from the computer, grab a drink or snack, go outside and get fresh air or stretch.

<p>2.45</p> 	<p>15 min</p>	<p>Refer participants to Document 20 – Minimal Work Experience Requirements in their participant’s guide.</p> <p>This will be a breakout room activity.</p> <p>Instructions : For each scenario, answer the following question? Do the following applicants meet the minimal requirements for work experience for skilled workers as set out in Subsection 75(2) of the Regulations? Why or why not?</p> <p>Note: All the information that you need is in the question. Do not make assumptions.</p> <p>Don’t forget to document your answers and nominate a spokesperson so that your group can share their screen and present their answers.</p> <p>Time: 15 minutes</p>	<p>Visual Aid 11 – Minimal Work Experience Requirements</p>	<p>Display Visual Aid 11 – Minimal Work Experience Requirements</p> <p><u>Breakout Rooms activity</u></p> <p>Divide participants into groups of 3.</p> <p>Start Breakout Session.</p> <p>Breakout → Broadcast message to notify participants they have to wrap-up discussions.</p> <p>Breakout → End Breakout Session</p>
<p>2.46</p> 	<p>10 min</p>	<p>Recap self-learning exercise 2.45 using <u>2.45 – Answer Guide for Module 2 – Document 20 – Minimal Work Experience Requirements - Answers</u> .</p> <p>Time : 10 minutes</p> <p>Ask participants to raise their hand if they have any questions?</p> 		
		<p>Advise participants that the Answer Guide has been uploaded into the MS Teams chat.</p> <p><u>2.45 – Answer Guide for Module 2 – Document 20 – Minimal Work Experience Requirements - Answers</u></p>	<p>Visual Aid 12 - Answer Guide – Upload in Chat</p> <p>2.45 – Answer Guide for Module 2 – Document 20 – Minimal</p>	<p>Display Visual Aid 12 - Answer Guide – Upload in Chat</p> <p>Upload Document in MS Teams chat:</p>

		<p>Let them know that they should save this document into a training folder so that they can easily find them later.</p> <p>Have participants confirm once they have downloaded the document by raising their hand.</p> 	<p>Work Experience Requirements - Answers (Word Document)</p>	<p><u>2.45 – Answer Guide for Module 2 – Document 20 – Minimal Work Experience Requirements - Answers</u></p>
<p>2.48</p>  	<p>30 min</p> <p>(20 min self-learning & 10 min wrap-up)</p>	<p>Self-Learning</p> <p>Refer participants to Document 21 – Federal Skilled Worker Activity in their participant’s guide.</p> <p>This next exercise will be performed individually, with the mics off. Remember that trainers will be available to answer questions.</p> <p>Instructions: Using Document 14 – Federal Skilled Worker in your participant’s guide, for each scenario input the credentials for each factor to determine the total points for each applicant.</p> <p>Time: 20 minutes</p> <p>Explain to participants that their actual workload will entail them verifying information and documentation from the applicant and awarding points accordingly to determine if they meet the passing mark for the program.</p> <p>After the exercise, wrap it up with <u>2.48 – Answer Guide for Module 2 – Document 21 – Federal Skilled Worker Activity Answers.</u></p> <p>Time : 10 minutes for recap</p> <p>Ask participants to raise their hand if they have any questions?</p> 	<p>Visual Aid 13 – Federal Skilled Worker Activity</p>	<p>Display Visual Aid 13 – Federal Skilled Worker Activity</p> <ul style="list-style-type: none"> • Add countdown timer to screen.

<p>2.49</p> 		<p>Advise participants that the Answer Guide has been uploaded into the MS Teams chat.</p> <ul style="list-style-type: none"> • <u>2.48 – Answer Guide for Module 2 – Document 21 – Federal Skilled Worker Activity Answers.</u> <p>Let them know that they should save this document into a training folder so that they can easily find them later.</p> <p>Have participants confirm once they have downloaded the document by raising their hand.</p> 	<p>Visual Aid 14 - Answer Guide – Upload in Chat</p> <p>2.46 – Answer Guide for Module 2 – Document 21 – Federal Skilled Worker Activity - Answers. (Word Document)</p>	<p>Display Visual Aid 14 - Answer Guide – Upload in Chat</p> <p>Upload Document in MS Teams chat: <u>2.48 – Answer Guide for Module 2 – Document 21 – Federal Skilled Worker Activity - Answers</u></p>
<p><u>7.0 - Federal Skilled Trades Class</u></p>	<p>5 min</p>			
<p>2.50</p> 	<p>5 min</p>	<p>Refer participants to Visual Aid 15 – Federal Skilled Trades Class</p> <p><i>Federal Skilled Trades Class is a prescribed class of people qualified in a skilled trade who may become permanent residents on the basis of their ability to become economically established in Canada and who intend to reside in a province other than Québec.</i></p> <p>We will not talk much about the FSTC. Participants should know about this program as well as they may be assigned this type of application for assessment. Advise the group they have already read a summary document for reference. It was Document 15 – Federal Skilled Trades Class.</p>	<p>Visual Aid 15 – Federal Skilled Trades Class</p>	<p>Display Visual Aid 15 – Federal Skilled Trades Class</p>
<p>2.51</p> 		<p>Before going any further, ask participants to raise their hand if they have any questions?</p> 	<p>Visual Aid 16 – Do you have any questions?</p>	<p>Display Visual Aid 16 – Do you have any questions?</p>





BREAK - 10 minutes

Display Visual Aid 17 – Break - On the slide, type the time of return or share your screen and set-up a countdown



Display Visual Aid 18 – Virtual Class – Are you Ready? - When there is 2 minutes left in the break.



Encourage participants to step away from the computer, grab a drink or snack, go outside and get fresh air or stretch.

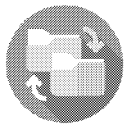

<p>8.0 - Canadian Experience Class</p>	<p>55 min</p>			
<p>2.52</p> 	<p>5 min</p>	<p>Refer participants to Visual Aid 17.</p> <p>Let's now turn our focus to the CEC, which is one of our more common programs.</p> <p><i>The CEC is a permanent resident category for individuals with skilled work experience in Canada. It was developed for temporary foreign workers and foreign graduates with qualifying Canadian work experience.</i></p>	<p>Visual Aid 19 – Canadian Experience Class</p>	<p>Display Visual Aid 19 – Canadian Experience Class</p>
<p>2.53</p>	<p>45 min</p>	<p>We are now going to do a group activity, where we evaluate CEC applications to determine whether or not the applicant meets the requirement. You can refer to reference Document 16 – Canadian Experience Class in your participant's guide for the information regarding CEC, Document 18 – Express Entry Applications – Eligibility Requirements for the summary chart, as well as the links that the co-trainer is putting into the chat.</p> <p>Context, reminder for the exercise:</p> <p><i>Canadian work experience must be authorized, remunerated by wages or commission, cannot be self-employment and cannot be completed during a period of full time study. Work experience acquired under maintained status can be counted,</i></p>	<p>Visual Aid 20 – Canadian Experience Class Activity</p> 	<p>Display Visual Aid 20 – Canadian Experience Class Activity</p> <p>Link to CEC requirements: https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/eligibility/canadian-experience-class.html</p> <p>Link to NOC Website: https://noc.esdc.gc.ca/</p>

		<i>provided that the applicant continued to work under the same conditions as their original work permit.</i>		
2.54		<p>Display Visual Aid 21 – CEC Activity – Are you ready?</p> <p>We will be showing six scenarios on the screen. For each scenario, determine whether or not they meet the noted requirements.</p> <p>If the scenarios are difficult to see, you can go to Document 22 – Canadian Experience Class Activity in your participant’s guide for this exercise.</p> <p>When you have your answer, please raise your hand/put it in the chat (trainer: select which option works best for you)</p> <p>Any questions before we begin?</p>	Visual Aid 21 – CEC Activity – Are you ready?	<p>Display Visual Aid 21 – CEC Activity – Are you ready?</p> <p>↓ Annotation on slide</p>
2.55		<p>Display Visual Aid 22 – Scenario 1 - Laura</p> <p>Read slide:</p> <p><i>Scenario 1: Laura submits an application with a lock-in (APR) date of December 17, 2020. She is a marketing executive with Samsung, in a NOC level A occupation. She received her invitation to apply (ITA) on November 22, 2020. Upon review of her employment history, you see one received line showing work in (NOC V2021: 11202 /</i></p>	Visual Aid 22 – Scenario 1 - Laura	<p>Display Visual Aid 22 – Scenario 1 - Laura</p> <p>↓ Annotation on slide</p>

		<p><i>V2016: 1123 (A)), as a full-time marketing executive from January 2019 to August 2020. The language scores meet the CLB level 7 in all categories and have a test date of December 2, 2018.</i></p> <p><i>Based on this information, does Laura meet the CEC requirements?</i></p> <p>ANS: No. The language scores were expired at APR date. As such, the language requirements are not met.</p>		
2.56		<p><i>Scenario 2: Auston is claiming work experience as a Research Assistant, (NOC V2021: 41201 / V2016: 4012 (A)), with the University of Toronto, from September 2019 to October 2020. The employment letter on file is signed by a well-known professor (Google search confirms she authored many publications and she is seen on the University of Toronto website) and confirms that Auston worked as a Research Assistant during the stated period. There are no concerns related to job duties for this NOC or language requirement. Upon review of Auston's GCMS history you see that he was in status from September 2018 to April 2020 under both a study permit and co-op work permit. He was granted a post-graduate work-permit on March 20, 2020.</i></p> <p><i>Based on this information, does Auston meet CEC requirements?</i></p> <p>ANS: No. This employment was concurrent to full-time studies; therefore, work as a research assistant does not count towards CEC work experience.</p>	<p>Visual Aid 23 – Scenario 2 - Auston</p>	<p>Display Visual Aid 23 – Scenario 2 - Auston</p> <p>⚡ Annotation on slide</p>

2.57		<p><i>Scenario 3: Alexander is claiming 2 consecutive years of work experience as a Retail sales supervisor, NOC (NOC V2021: 62010 / V2016: 6211 (B)), at Wal-Mart. Upon review of his GCMS history you see that he was in status throughout the employment period on a post-graduate work permit. You review the job letter and note that the letter is on Wal-Mart letterhead and have no concerns regarding its authenticity.</i></p> <p><i>The following list of duties are listed on the job description:</i></p> <ul style="list-style-type: none"> <i>– Greets customers</i> <i>– Establishes and identifies price of goods</i> <i>– Receives and processes payments by cash, cheque, credit card or debit</i> <i>– Wraps or places merchandise in bags</i> <i>– Stocks shelves and cleans check-out counter</i> <i>– Trains co-workers as required</i> <i>– Calculates total payments received at the end of his work shift and reconciles with total sales</i> <p><i>Based on this information, does he meet CEC requirements?</i></p> <p><i>ANS: No. These duties do not match the lead statement or substantial number of main duties for (NOC V2021: 62010 / V2016: 6211 (B)). They describe (NOC V2021: 65100 / V2016: 6611 (D)) Cashier, which is not a skilled NOC as per CEC.</i></p>	Visual Aid 24 – Scenario 3 - Alexander	Display Visual Aid 24 – Scenario 3 - Alexander  Annotation on slide
2.58		<p><i>Scenario 4: Glenda is living in downtown Ottawa and working Gatineau. There is no letter on file to address whether she intends to remain in Ottawa or move to</i></p>	Visual Aid 25 - Scenario 4 - Glenda	Display Visual Aid 25 - Scenario 4 – Glenda  Annotation on slide

		<p><i>Québec. She states Ottawa as her destination upon landing.</i></p> <p><i>Do you have concerns regarding her residency?</i></p> <p>ANS: No. The Quebec residency requirement applies to applicants' intent to reside in QC and does not apply to work location. As long as Glenda can satisfy the officer she will reside outside of QC, CEC requirements would be met.</p>		
2.59		<p><i>Scenario 5: Brian is claiming work experience under NOC V2016: NOC 4313 (B) - Non-commissioned ranks of the Canadian Armed Forces. He has one employment line received, where he is claiming experience as a non-commissioned officer with the Canadian Forces on a training assignment in Gagetown, New Brunswick, from January 2019 to June 2020. A review of the employment letter confirms the experience as claimed.</i></p> <p><i>Based on this information, does Brian meet CEC work requirements?</i></p> <p>ANS: Yes. His work was conducted in-Canada and for the Canadian Armed Forces; therefore, his work experience can qualify for this NOC.</p>	Visual Aid 26 - Scenario 5 – Brian	Display Visual Aid 26 - Scenario 5 – Brian  Annotation on slide
2.60		<p><i>Scenario 6: Erik is claiming employment as a consultant for a high-profile firm in Ottawa. He was authorized to work during his claimed employment and has a job letter that confirms the employment as claimed. There are no language concerns or residency concerns. You notice that he has provided the job contract in the employment</i></p>	Visual Aid 27 - Scenario 6 - Erik	Display Visual Aid 27 - Scenario 6 – Erik  Annotation on slide

		<p><i>records and in the job offer the language clearly defines Erik as a sole-proprietor, paid as an independent contractor. He was issued a T4A and all income is listed in the box for self-employment/commission income. There is a Notice of Assessment on file that shows he earned \$95,654 in 2020 of which he paid \$26,217 in taxes in 2020.</i></p> <p><i>Based on this information, does he meet CEC requirements?</i></p> <p><i>ANS: No. Based on the job offer he provided, Erik is working for himself as his own business. He is therefore self-employed and this work experience does not count towards the CEC.</i></p> <p>Are there any questions about this exercise?</p>		
<p>2.61</p> 		<p>Advise participants that the Answer Guide has been uploaded into the MS Teams chat.</p> <ul style="list-style-type: none"> • <u>2.53 – Answer Guide for Module 2 – Document 22 – Canadian Experience Class Activity - Answers</u> <p>Let them know that they should save this document into a training folder so that they can easily find them later.</p> <p>Have participants confirm once they have downloaded the document by raising their hand.</p> 	<p>Visual Aid 28 - Answer Guide – Upload in Chat</p> <p>2.53 – Answer Guide for Module 2 – Document 22 – Canadian Experience Class Activity - Answers (Word Document)</p>	<p>Display Visual Aid 28 - Answer Guide – Upload in Chat</p> <p>Upload Document in MS Teams chat:</p> <p><u>2.53 – Answer Guide for Module 2 – Document 22 – Canadian Experience Class Activity - Answers</u></p>
<p>2.62</p>	<p>5 min</p>	<p>To recap, display Visual 29 – Canadian Experience Class - Recap and explain that the applicant must meet the following requirements in order to pass the selection criteria.</p> <p><i>All applicants must</i></p>	<p>Visual Aid 29 – Canadian Experience Class - Recap</p>	<p>Display Visual Aid 29 – Canadian Experience Class - Recap</p>

		<ul style="list-style-type: none"> • <i>assessing the applicant's eligibility for the Provincial Nominee class;</i> • <i>assessing that the applicant meets the program requirements of at least one of the federal economic immigration programs;</i> • <i>assessing factors related to A11.2;</i> • <i>assessing the applicant's admissibility;</i> • <i>making a final decision on the application for permanent residence.</i> 		
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MAIN BREAK – 1 Hour combined with


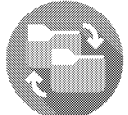






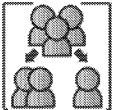
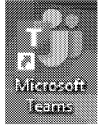
Below!

Display Visual Aid 32 – Virtual Class – Are you Ready? – When class is about to resume.

Encourage participants to step away from the computer, grab a drink or snack, go outside and get fresh air or stretch.

<p>2.64</p> 	<p>20 min</p>	<p>Self-Learning</p> <p>Refer participants to Document 23 – Provincial Nominee Class Activity.</p> <p>This next exercise will be completed individually, with the mics off. Trainers will be available to answer questions.</p> <p>Instructions:</p> <p>Read the following two case studies and, presume that in both cases, the applicants are eligible for processing and that they both meet the minimum requirements.</p> <p>Time: 20 minutes</p> <p>✦ Advise participants that they are to take a 1 hour main break before or after completing their self-learning.</p>	<p>Visual Aid 31 – Provincial Nominee Class Activity</p>	<p>Display Visual Aid 31 – Provincial Nominee Class Activity</p> <ul style="list-style-type: none"> • Add countdown timer to screen.
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		<p>Encourage participants to step away from the computer, grab a drink or snack, go outside and get fresh air or stretch.</p>		
<p>2.65</p> 	<p>10 min</p>	<p>Welcome participants back to the virtual class room.</p> <p>Recap self-learning activity (2.64) using Document 23 – Provincial Nominee Class Activity – Answers.</p> <ul style="list-style-type: none"> • <u>2.64 – Answer Guide for Module 2 – Document 23 – Provincial Nominee Activity - Answers</u> 		
<p>2.66</p> 		<p>Advise participants that the Answer Guide has been uploaded into the MS Teams chat.</p> <ul style="list-style-type: none"> • <u>2.64 – Answer Guide for Module 2 – Document 23 – Provincial Nominee Activity - Answers</u> <p>Let them know that they should save this document into a training folder so that they can easily find them later.</p> <p>Have participants confirm once they have downloaded the document by raising their hand.</p> 	<p>Visual Aid 33 - Answer Guide – Upload in Chat</p> <p>2.64 – Answer Guide for Module 2 – Document 23 – Provincial Nominee Activity - Answers (Word Document)</p>	<p>Display Visual Aid 33 - Answer Guide – Upload in Chat</p> <p>Upload Document in MS Teams chat:</p> <p><u>2.64 – Answer Guide for Module 2 – Document 23 – Provincial Nominee Activity - Answers</u></p>
<p>2.67</p> 	<p>5 min</p>	<p>To recap the Express Entry classes, Display Visual Aid 34 – Document 18 – Express Entry Applications – Eligibility Requirements and advise participants that they can also refer to Document 18 – Express Entry Applications – Eligibility Requirements in their Participant’s Guide as it may be a clearer copy.</p> <p>Let participants know that this it is a reference document which summarizes the eligibility requirements for the main EE programs.</p> <p>Mention the following points:</p>	<p>Visual Aid 34 – Express Entry Applications – Eligibility Requirements</p>	<p>Display Visual Aid 34 – Express Entry Applications – Eligibility Requirements</p>

		<ul style="list-style-type: none"> • CIO = Centralized Intake Office • The FSW category requires proof of funds (note that this is one of the program eligibility criteria). To determine the amount required, clients can refer to the LICO table, which is amended yearly. • The reference to “*If the applicant is outside Canada” refers to the exemption from the requirement to have the required funds in relation to the LICO when the applicants have arranged employment and are already authorized to work in Canada. Therefore, we only look at their settlement funds in cases when applicants are outside Canada. <p>Before going any further, clarify any misunderstandings related to the visual aid.</p> <p>Ask participants to raise their hand if they have any questions?</p> 		
10.0 - Other Economic Classes	65 min			
	35 min	<p>Advise participants that we have discussed four of the Express Entry classes and now we will do a quick review of the other economic classes processed in Canada.</p> <p>This review will be in breakout room format.</p> <p>Refer participants to Document 24 – Other Economic Classes.</p> <p>Context:</p> <p>Imagine you are a foreign national and you are in a coffee shop with friends. Each of you want to move to Canada but the most fascinating thing is that each of you will be applying under different programs. Everyone is now interested to hear</p>	<p>Visual Aid 35 – Other Economic Classes</p> 	<p>Display Visual Aid 35 – Other Economic Classes</p> <p>MS Teams Chat – Add links to chat</p> <p>Group 1 - <u>Québec Economic Classes</u> Group 2 - <u>Start-Up Business Class</u> Group 3 - <u>Self-Employed Persons Class</u> Group 4 - <u>Atlantic Immigration Program</u></p> <p>MS Teams Chat – Add link to Resources</p>

each other's method of moving to Canada in hopes to ensure that everyone has chosen to the most suitable path.

Time: 25 minutes (Part 1) & 10 minute break & 25 minutes (Part 2)

How:

Similar to peer tutoring - you will teach each other the following economic classes. (4 groups)

Group 1 - Québec Economic Classes
Group 2 - Start-Up Business Class
Group 3 - Self-Employed Persons Class
Group 4 - Atlantic Immigration Program

1. Advise participants that you will be adding the other economic classes PDI links to the MS Teams group chat for them to use as reference.
2. Each group will highlight the selection criteria and considerations used to assess their assigned economic class.
3. Then, using Word, PowerPoint, Whiteboard or anything else, create a presentation full of information to share with the class. Make it interesting! (3-5 minutes in length)
4. After **25 minutes**, participants will return to the virtual classroom to teach the others about their group's assigned economic class and answer questions as they may arise. It will be the participants turn to teach the virtual class! (25 minutes)
5. **Any questions?**
 - ✦ Advise participants that they are to take a 10 minute break after completing their presentations. Encourage participants to step away from the computer, grab a drink or snack, go outside and get fresh air or stretch.

<http://cicintranet.ci.gc.ca/connexion/tools-outils/perm/econ/index-eng.aspx>

Breakout Rooms Activity

Divide participants into 4 groups.

Start Breakout Session.




Breakout → Broadcast message to notify participants they have to wrap-up discussions.



Breakout → End Breakout Session



BREAK - 10 minutes

Encourage participants to step away from the computer, grab a drink or snack, go outside and get fresh air or stretch.

<p>2.69</p> 	<p>25 min</p>	<p>Display Visual Aid 36 – Welcome Back!</p> <p>Welcome participants back from break!</p> <p>It is now time to teach the others about your group’s assigned economic class and answer questions as they may arise.</p> <p>Allow each group to present their 3-5 minute presentation.</p> <p>Time: 25 minutes</p> <p>Group 1 - <u>Québec Economic Classes</u> Group 2 - <u>Start-Up Business Class</u> Group 3 - <u>Self-Employed Persons Class</u> Group 4 - <u>Atlantic Immigration Program</u></p> <p>You can use <u>2.68 – Answer Guide for Module 2 – Document 24 – Other Economic Classes - Answers</u> to review presentations.</p>	<p>Visual Aid 36 – Welcome Back!</p>	<p>Display Visual Aid 36 – Welcome Back!</p>
<p>2.70</p> 	<p>5 min</p>	<p>Recap activity 2.68 using Visual Aid 37 – Other Economic Classes – Eligibility Requirements.</p> <p>Before going any further, clarify any misunderstandings related to the exercise.</p> <p>Ask participants to raise their hand if they have any questions?</p> 	<p>Visual Aid 37 – Other Economic Classes – Eligibility Requirements</p>	<p>Display Visual Aid 37 – Other Economic Classes – Eligibility Requirements</p>

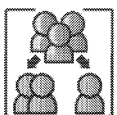
<p>2.71</p> 		<p>Advise participants that the Answer Guide has been uploaded into the MS Teams chat.</p> <ul style="list-style-type: none"> • <u>2.68 – Answer Guide for Module 2 – Document 24 – Other Economic Classes - Answers</u> <p>Let them know that they should save this document into a training folder so that they can easily find them later.</p> <p>Have participants confirm once they have downloaded the document by raising their hand.</p> 	<p>Visual Aid 38 - Answer Guide – Upload in Chat</p> <p>2.68 – Answer Guide for Module 2 – Document 24 – Other Economic Classes (Word Document)</p>	<p>Display Visual Aid 38 - Answer Guide – Upload in Chat</p> <p>Upload Document in MS Teams chat:</p> <p><u>2.68 – Answer Guide for Module 2 – Document 24 – Other Economic Classes - Answers</u></p>
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BREAK - 5 Minutes

Display Visual Aid 39 – Break


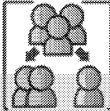
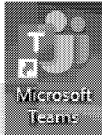
Encourage participants to step away from the computer, grab a drink or snack, go outside and get fresh air or stretch.

<p><u>11.0 - Module Review</u></p>	<p>90 min</p>			
<p>2.72</p> 	<p>55 min</p>	<p>Advise participants that they have now reached the end of Module 2 - Economic Classes! The final step is to complete a Breakout Session Module Review exercise.</p> <p>Instructions: In groups of 3, participants will be given 45 minutes to complete Document 25 – Module Review.</p> <p><u>Review Exercise</u></p> <p>Refer participants to Document 25 – Module Review.</p> <p>The Module Review has two parts and will be completed in groups of 3. Trainers will be available to answer questions.</p> <p>A. Instructions: (5 questions)</p>	<p>Visual Aid 40 – Module Review</p>	<p>Display Visual Aid 40 – Module Review</p> <p><u>Breakout Rooms Activity</u></p> <p>Divide participants into groups of 3.</p> <p>Start Breakout Session.</p> <p>Breakout → Broadcast message to notify participants they have to wrap-up discussions.</p> <p>Breakout → End Breakout Session</p>

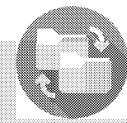
		<ul style="list-style-type: none"> • Read the following case scenarios. • Assign an appropriate NOC code with its skill level for each applicant. • Complete the selection grid by awarding points for each factor. • Presume that they are all eligible for processing and that they all meet the minimum requirements. • Determine if the applicant meets the eligibility criteria for the Federal Skilled Worker Class. <p>B. Instructions: (6 questions)</p> <ul style="list-style-type: none"> • Read the following scenarios. • Determine if the applicant meets the eligibility criteria for the Economic Class. <p>Time: 55 minutes</p> <p>Before going any further, ask participants if they have any questions related to the Module Review Exercise.</p> <p>Ask participants to raise their hand if they have any questions?</p>  <p>⚡ Advise participants that if they finish early they can leave for the day and /or if they need more time they can send us a message and we will revisit tomorrow morning.</p>		
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END OF DAY 2 – Display Visual Aid 41

Module/section	Estimated Duration	Description of learning activity/ key messages	Teaching Aids	Producer
DAY 3				

Pre-training preparations		Add link to training		30 minutes before scheduled session, upload the following item(s) to the WebEx whiteboard in preparation for the session: UPLOAD
				<u>Virtual - Permanent Resident Visual Aids - E - DAY 3 - APR2022</u> <ul style="list-style-type: none"> • Display Visual Aid 2 – Welcome! & Microphone Etiquette
				<u>Summary of Day 3 Activites:</u> 1. Breakout Rooms (X3)
				<hr/> 2. MS Teams
				AM Enter links in chat for <u>3.11</u> . <ul style="list-style-type: none"> • <u>Temporary Resident Permit Holders</u> • <u>Protected Temporary Residents Class</u> • <u>Spouse or Common-law Partner in Canada</u>
				PM




				<p>3.27 - Probing exercise.</p> <hr/> <p>3. Documents to transfer/email: Save the following file(s) to your computer to transfer/email during the session:</p> <ul style="list-style-type: none"> • 2.72 – Answer Guide for Module 2 – Document 25 – Module Review - Answers • 3.07 – Answer Guide for Module 3 – Document 3 - Reference Page - In-Canada Classes • 3.10 – Answer Guide for Module 3 – Document 4 – In-Canada Classes – A Review - Answers • 3.15 – Answer Guide for Module 3 – Document 10 - Assessment of a Relationship - Suggested Answers • 3.20 – Answer Guide for Module 3 – Document 12 – Let’s Assess – Suggested Answers
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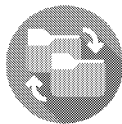

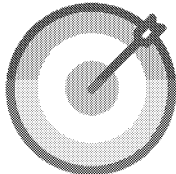


DAY THREE

MODULE 3 – In-Canada Classes – 7 hours 55 minutes

2.73	10 min	Welcome participants to the virtual classroom as they join. Let them know that the virtual session will begin shortly and to make sure that they have their Participant’s Guide open for reference.	Visual Aid 2 – Day 3 – Welcome!	Display Visual Aid 2 – Day 3 – Welcome!
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		<p>Remind participants of the virtual classroom rules:</p> <ul style="list-style-type: none"> • Mute the microphone when they are no longer speaking • Raise their hand if they have a question • Send a message to the instructors via MS Teams or email if they have to step away during the session. <p>Ask participants to raise their hand if they have any questions?</p> 		
<p>2.74</p>		<p>Before beginning today's virtual session, let the participants know that we will do a quick ice breaker activity.</p> <p>Ask participants to select their favourite vacation destination and explain why they selected that vacation destination.</p> <p>Once all participants have answered, provide your response and have the producer provide their selection as well.</p> <p>Thank everyone for participating. Let them know that it's time to begin today's virtual session.</p>	<p>Visual Aid 3 - Virtual Class – Ice Breaker</p>	<p>Display Visual Aid 3- Virtual Class – Ice Breaker</p>
<p>2.75</p> 	<p>30 min</p>	<p>Advise participants that today's class will begin with taking up yesterday's Module 2 - Economic Class – Module Review.</p> <p>Recap exercise 2.72 using Document 25 – Module Review – Answers.</p> <ul style="list-style-type: none"> • <u>2.72 – Answer Guide for Module 2 – Document 25 – Module Review - Answers</u> <p>Before going any further, clarify any misunderstandings related to the visual aid.</p>		

		<p>Ask participants to raise their hand if they have any questions?</p> 		
<p>2.76</p> 		<p>Advise participants that the Answer Guide has been uploaded into the MS Teams chat.</p> <ul style="list-style-type: none"> • <u>2.72 – Answer Guide for Module 2 – Document 25 – Module Review - Answers</u> <p>Let them know that they should save this document into a training folder so that they can easily find them later.</p> <p>Have participants confirm once they have downloaded the document by raising their hand.</p> 	<p>Visual Aid 4 - Answer Guide – Upload in Chat</p> <p>2.72 – Answer Guide for Module 2 – Document 25 – Module Review - Answers (Word Document)</p>	<p>Display Visual Aid 4 - Answer Guide – Upload in Chat</p> <p>Upload Document in MS Teams chat:</p> <p><u>2.72 – Answer Guide for Module 2 – Document 25 – Module Review - Answers</u></p>
<p>2.77</p> 	<p>5 min</p>	<p>Then, refer participants to Visual Aid 5 – Module Objective Revisited and confirm with participants that the module objective has been met.</p> <p>Tell participants that we will now focus on the In-Canada Classes.</p>	<p>Visual Aid 5 – Module Objective Revisited</p>	<p>Display Visual Aid 5 – Module Objective Revisited</p>
<p>1.0 - Introduction</p>	<p>35 min</p>			<p>Not Relevant</p>



Permanent Residents

Participant's Guide

CC7920

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Not Relevant

Not Relevant

MODULE 4 – ADMISSIBILITY 1

MODULE 4 – DOCUMENT 1 – MODULE OBJECTIVE AND OUTLINE 2

MODULE 4 – DOCUMENT 2 – LEGISLATIVE REFERENCES..... 3

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ARE YOU USING A DIGITAL COPY OF THIS WORKBOOK? Use **“CTRL + CLICK”** TO EASILY NAVIGATE TO THE ACTIVITIES FROM THE TABLE OF CONTENTS.

PERMANENT RESIDENTS

PARTICIPANT'S GUIDE

PREFACE – PREPARING FOR VIRTUAL LEARNING

We are delighted to welcome you to your core training to become an effective decision-maker with assessing Permanent Resident applications that are processed within Canada. **Please read the information in the preface before beginning your training session.** This section contains important information that will set you up for success!

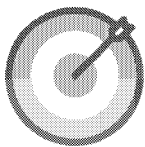
Pre-requisites

To successfully complete this Participant's Guide, you must have completed the following courses:

- **e-Introduction to Immigration (CC8200);**
- **Fast and fair decision making (CC5502);**
- **Introduction to Humanitarian and Compassionate Considerations (CC8301); and**
- **Inadmissibility in IRPA (CC7700); (PM-03 level only)**
- **Getting Ready to Learn in the Virtual Classroom (CC6520) (Recommended but not required)**

In this course, you will build on what you learned earlier in e-Introduction to Immigration and Fast, Fair Decision Making and Introduction to Humanitarian and Compassionate Considerations. You will get to practice making decisions and delve deeper into the Permanent Resident application requirements through case studies and exercises.

Course Objective



By the end of this course, participants will be able to make decisions on:

- Express Entry Economic Class permanent resident applications;
- In-Canada Class permanent resident applications
- Make a decision as to whether an applicant meets the admissibility requirements.

What to expect

In order to maximize your virtual learning experience, this course will combine self-learning and online sessions using *MS Teams*. You will use this Participant's Guide to complete self-learning activities and readings. After completing a self-learning activity, you will have the opportunity to review, discuss and ask questions in a virtual classroom environment.

First things first

We will be using the MS Teams platform for your training session.

Getting started checklist

- Private space with a closed door, reliable internet access and computer
- Headsets or earphones
- Digital copy of participant's guide saved to desktop
- Pen, pencil and highlighters

Save an electronic copy of your Participant's Guide on your desktop

For some activities, you will be required to access resources on the Intranet, Internet, or GCDocs. Saving your participant's guide on your desktop will come in handy for these tasks in particular.

Messages from your instructor(s)

Your instructor(s) will send you messages throughout the training with useful information, documents or answers to exercises.

Etiquette

- Log in **10-15 minutes** ahead of the virtual session to allow for a smooth log-in process.
- Use a headset and familiarize yourself with the mute and unmute buttons.
- Participate actively in the session while being mindful of others.
- This is a group learning space and everyone is meant to participate without any reservation. There are no "stupid questions" – if you have a question, please ask.
- During the virtual session, your instructors will review the tools and ways to participate within the online environment.

MODULE 1 – INTRODUCTION

DOCUMENT 1 – COURSE SCHEDULE

DOCUMENT 2 – INTRODUCTION

DOCUMENT 3 – COURSE OUTLINE

DOCUMENT 4 – LIST OF ACRONYMS

Module 1 – Document 1 – Course Schedule

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
AM	MODULE 1: Introduction MODULE 2: Economic Classes	MODULE 2 CONTINUED	MODULE 3: In-Canada Classes	MODULE 3 CONTINUED MODULE 4: Admissibility	MODULE 4 CONTINUED
LUNCH BREAK					
PM	MODULE 2 CONTINUED	MODULE 2 CONTINUED	MODULE 3 CONTINUED	MODULE 4 CONTINUED	MODULE 4 CONTINUED MODULE 5: Conclusion
END OF DAY					

Module 1 – Document 2 – Introduction

It is a cornerstone of IRPA that foreign nationals who wish to live permanently in Canada must do both of the following before coming to Canada:

- submit their application outside Canada
- qualify for and obtain a permanent resident visa.

Foreign nationals do not have the right to apply for permanent residence from within Canada except as provided by the legislation.

A11 (1) *A foreign national must, before entering Canada, apply to an officer for a visa or for any other document required by the regulations. The visa or document may be issued if, following an examination, the officer is satisfied that the foreign national is not inadmissible and meets the requirements of this Act.*

There are three general categories of permanent residents outside of Canada of which have their own eligibility requirements. These categories were outlined in the e-Introduction Immigration CBT (computer-based training).

- Family class;
- Economic classes
- Refugees classes.

These classes are routinely processed at a visa office, but workload distribution has allowed for some of economic classes to be processed from within Canada.

As noted earlier, the legislation has also prescribed classes of permanent residents to be processed from within Canada. Similarly, these in-Canada classes also have their own eligibility requirements.

In the next few days, we will go through the eligibility requirements of both the economic classes that are being processed from within Canada (express entry applications) and the in-Canada classes. We will then go through the admissibility requirements which must be met for all classes of permanent residents.

It is important to understand that the 2 decisions (eligibility and admissibility) is typically done simultaneously and commonly referred to as 'one-touch file processing'.

Module 1 - Document 3 – Course outline

Course Outline:

Economic Class:

- Express Entry Classes
- National Occupational Classification
- Federal Skilled Worker Class
- Foreign Skilled Trades Class
- Canadian Experience Class
- Provincial Nominee Class
- Other Classes

In-Canada Classes:

- Decision-making Process
- Reasons for Referral by category
- Spouse and Common-law Partner In-Canada Class
- Sponsorships: Marriage or Marriage of Convenience

Admissibility:

- Requirements to Become a Permanent Resident
- Review of Inadmissibility Sections
- Dependent Children
- Humanitarian and Compassionate Considerations
- A25 Exemption Requests
- Delegated Authority
- Family Relationships
- Best Interest of the Child

The Economic class applications being covered in this course are those that have been designated to be processed from within Canada and are applications where applicants are selected on the basis of their ability to become economically established in Canada. Although we will cover the selection criteria for these classes, we will place greater emphasis on the Express Entry classes as these make up a larger part of the economic class workload.

In-Canada class applications are submitted under family-related and humanitarian classes, for which applicants are selected on the basis of family-reunification, social and humanitarian objectives. This part of the course will also be covering the assessment of sponsorships and marriages of convenience. In addition, **A25(1)** requests are commonly requested within an in-Canada applications. As such, we will review the factors for consideration and policy instructions for when an **A25(1)** request is made.

Lastly, we will discuss admissibility requirements for permanent residence.

Module 1 – Document 4 – List of Acronyms

IRCC ACRONYMS



If you are new to IRCC you have probably noticed that we use **a lot** of acronyms. It can be confusing at first and difficult to understand all of the acronyms. Don't worry! As you become more familiar with IRCC and your role, you will find yourself using them as well. [**CLICK HERE**](#) for a complete list of acronyms used by IRCC across all lines of business. Below is a list of the most common acronyms that you will encounter while working on Permanent Resident applications:

- AIP** – Approved in Principal
- AIPP** – Atlantic Immigration Pilot Program
- APR** – Application for Permanent Residence
- ASC** – Application Support Centre
- BAU** – Biometric Assessment Unit
- BIL** – Biometrics Instructions Letter
- CBSA** – Canada Border Services Agency
- CDA** – In-Canada
- CEC** – Canadian Experience Class
- CELPIP** – Canadian English Language Proficiency Index Program
- CIC** – Citizenship and Immigration Canada (former name of IRCC)
- CIO** – Centralized Intake Office
- CLB** – Canadian Language Benchmarks
- CPA** – Case Processing Agent
- CPC** – Case Processing Centre
- CPO** – Case Processing Officer
- CR** – Convention Refugee
- CRS** – Comprehensive Ranking System
- CPIC** – Canadian Police Information Centre
- CSIS** – Canadian Security Intelligence Service
- CSQ** – Quebec Selection Certificate
- CUSMA** – Canada-United States-Mexico Agreement
- DEP** – Dependent
- DOB** – Date of Birth
- DR** – Dependent of a Refugee
- DR CDA** – Dependent of a Refugee in Canada
- DR OVS** – Dependent of a Refugee Overseas
- e-APR** – Electronic Application for Permanent Residence

ECA – Educational Credential Assessment
EE – Express Entry
FSTC – Federal Skilled Trades Class
FSWC – Federal Skilled Worker Class
FINDEC – Final decision
FOSS – Field Operations Support System (system used prior to GCMS)
GATS – General Agreement on Trade in Services
GCMS – Global Case Management System
H&C – Humanitarian and Compassionate Considerations
HIRV – Human and International Rights Violations
ID – Identity
IELTS – International English Language Testing System
IME – Immigration Medical Examination
IRB – Immigration and Refugee Board of Canada
IRCC – Immigration Refugees and Citizenship Canada
IRPA – Immigration and Refugee Protection Act (aka "**the Act**")
IRPR – Immigration and Refugee Protection Regulations (aka "**the Regs**")
ITA – Invitation to apply
LICO – Low income cut off
LMIA – Labour Market Impact Assessment
MEC – Minimum Entry Criteria
MIFI – Ministry of Immigration, Frenchisation and Integration
MOC – Marriage of Convenience
MRZ – Machine Readable Zone
NAFTA – North American Free Trade Agreement
NOC – National Occupational Classification
NRT – No Reportable Trace
NSSD – National Security Screening Division
OB – Operational Bulletins
OR – Operational Reminders
OVS – Overseas
PDI – Program Delivery Instructions
PDU – Program Delivery Updates
PFL – Procedural Fairness Letter
PNC – Provincial Nominee Class
POE – Port of Entry
PP – Protected Persons
PR – Permanent Resident

PRRA – Pre-Removal Risk Assessment
PTRC – Protected Temporary Residents Class
QEC – Québec Economic Classes
RCMP – Royal Canadian Mounted Police
REP – Representative
RPRF – Right of Permanent Residence Fee
SBC – Start-up Business Class
SCLPC – Spouse or Common-law Partner in Canada Class
SEPC – Self-Employed Persons Class
SOP – Standard Operating Procedures
SPP – Spousal Public Policy
TEF – Test d'évaluation de français
TPP – Temporary Public Policy
TRP – Temporary Resident Permit
UCI – Unique Client Identifier
UCN – Unsolicited Criminal Notifications
VAC – Visa Application Centre
VO – Visa Office



Table of Contents

Module 1 – Document 5 – Legislative Instruments

Legislative Instruments

Immigration classes and the corresponding requirements come from the legislative documents guiding the Immigration programs: the Immigration and Refugee Protection Act (**IRPA**) and the Immigration and Refugee Protection Regulations (**IRPR**). The instruments of **Delegation and Designation** identify who has the authority to make what type of decisions.

The operational guidance and instructions to process Permanent Resident applications are elaborated in Program Delivery Instructions (PDIs), Program Delivery Updates (PDUs), Operational Bulletins (OBs) and Operational Reminders (ORs).

Program Delivery Instructions (PDIs) are official operational instructions released by IRCC. They provide the most up-to-date guidance for processing applications. They help ensure consistent processing and program delivery. The PDIs aim to help officers interpret acts and regulations.

Program Delivery Updates (PDUs) are brief announcements to highlight updates to official IRCC PDIs.

Operational Bulletins (OBs) are updates to manuals only if a manual has not yet been modernized to PDI format, or for 1-time emergency instructions for operational readiness.

Operational Reminders (OR's) are an archive of short reminders about operational procedures and guidelines maintained by the IPG.

Public Policies allow the Minister to take into account special considerations that justify granting permanent residence or exempting foreign nationals from certain requirements of the Act as long as certain conditions are met. The Minister is granted this authority as outlined in Section **25.2** of the *Immigration and Refugee Protection Act (IRPA)*.

Before making a decision, please make sure that you are aware of the latest updates.

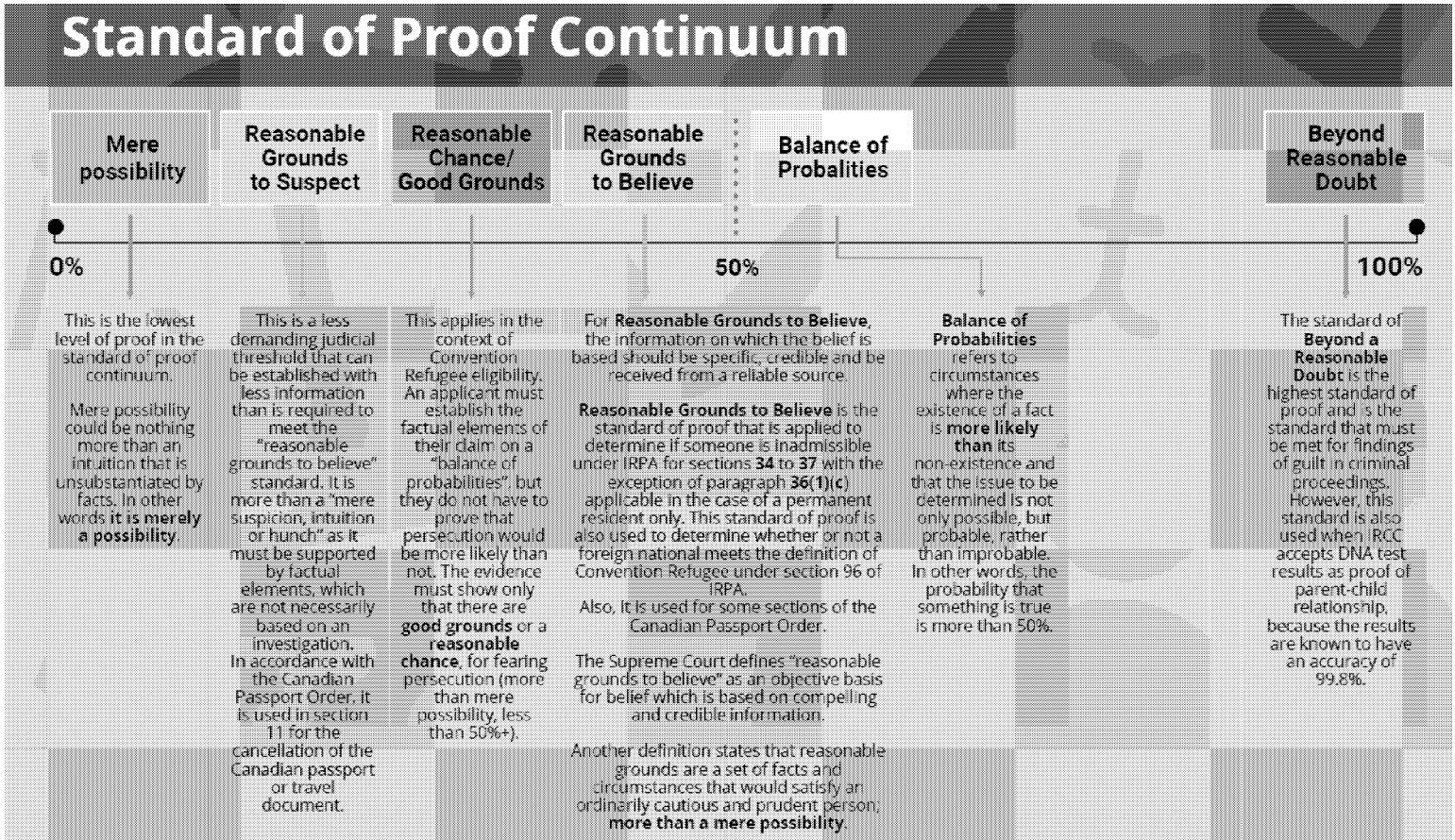


For more information, refer to **Operational instructions, guidelines, and tools**.

Module 1 – Document 6 – Citing the Act and Regulations

A	Act
R	Regulations
96	Section
96(a)	Subsection
28(2)	Subsection
28(2)(a)	Paragraph
28(2)(a)(i)	Subparagraph
A10	Section 10 of the Act
R11(1)	Subsection 11, 1 of the regulations
R28 (a)	Subsection 28, a of the regulations
R 190(3)(e)	Paragraph 190, 3, e of the regulations
R200 (1)(c)(i)	Subparagraph 200, 1,c,i of the regulations

Module 1 – Document 7 – Standard of Proof Continuum



MODULE 2 – ECONOMIC CLASSES

- DOCUMENT 1 – MODULE OBJECTIVE AND OUTLINE
- DOCUMENT 2 – LEGISLATIVE REFERENCES - ECONOMIC CLASSES
- DOCUMENT 3 – EXPRESS ENTRY
- DOCUMENT 4 – NATIONAL OCCUPATIONAL CLASSIFICATION (NOC)
- DOCUMENT 5 – DECIPHERING NOC CODES
- DOCUMENT 6 – COMPREHENSIVE RANKING SYSTEM
- DOCUMENT 7 – INITIAL ASSESSMENTS OF EXPRESS ENTRY E-APPLICATIONS
- DOCUMENT 8 – VERIFY THE OCCUPATIONAL GROUP
- DOCUMENT 9 – INITIAL ASSESSMENTS - CHANGE IN CIRCUMSTANCES
- DOCUMENT 10 – FEDERAL SKILLED WORKER CLASS
- DOCUMENT 11 – ARRANGED EMPLOYMENT GUIDELINES
- DOCUMENT 12 – EDUCATIONAL CREDENTIAL ASSESSMENT CONVERSION TABLE
- DOCUMENT 13 – LANGUAGE EQUIVALENCY CHART
- DOCUMENT 14 – FEDERAL SKILLED WORKER
- DOCUMENT 15 – FEDERAL SKILLED TRADES CLASS
- DOCUMENT 16 – CANADIAN EXPERIENCE CLASS
- DOCUMENT 17 – PROVINCIAL NOMINEE CLASS
- DOCUMENT 18 – EXPRESS ENTRY APPLICATIONS - ELIGIBILITY REQUIREMENTS
- DOCUMENT 19 – FEDERAL SKILLED WORKER REQUIREMENTS
- DOCUMENT 20 – MINIMAL WORK EXPERIENCE REQUIREMENTS
- DOCUMENT 21 – FEDERAL SKILLED WORKER ACTIVITY
- DOCUMENT 22 – CANADIAN EXPERIENCE CLASS ACTIVITY
- DOCUMENT 23 – PROVINCIAL NOMINEE CLASS ACTIVITY
- DOCUMENT 24 – OTHER ECONOMIC CLASSES
- DOCUMENT 25 – MODULE REVIEW

Module 2 – Document 1 – Module Objective and Outline

About this Module

We will first address some of the various categories of economic immigration. As part of this training, we will focus on those that are processed in Canada through the Express Entry program.

Module Objective



At the end of this module, you will be able to determine if the applicant meets the eligibility requirements for permanent residence.

Outline

You will explore information and complete exercises on the following:

- Express Entry (EE)
- Express Entry Permanent Resident Applications – CEC, FSW, FSTC , PNC
- Other Economic Classes
- Module Review

Why?

This module will provide you with a general outline of what Economic Class decision making includes and will provide you with a foundation for processing EE applications.

How?

You will be building on your learning from the *e-Intro to Immigration (CC8200)*, *Fast and Fair Decision Making (CC5502)* and *Introduction to Humanitarian and Compassionate Considerations (CC8301)* courses. Some activities in this module are exercises where you will search and access online information and answer questions. Others are reading activities.

Ready? Let's get started!

Module 2 – Document 2 – Legislative References – Economic Classes

PROVISION	ACT	REGULATIONS
Application, Form and Content	A11	R10
Place of application for visa		R11
Processing of application		R12
Production of supporting documents		R13
Visa issuance by an officer		R70(1)
Economic Class		R70(2)(b)
Criteria in the province of Québec		R70(3), R72(3)
Authorization to enter and remain in Canada as a permanent resident following examination		R72
Applicant and family not inadmissible, have passports and have passed medical examinations		R72(1)(e)(i) & (ii)
Inadmissibility	A33 – 43	R14 – 24
Definitions		R73
Definition of a skilled worker		R75(2)
Refusal without interview - minimal requirements		R75(3)
Selection criteria, minimum points required	A12(2)	R76, R77
Age		R81
Education		R78
Language proficiency		R79
Work experience		R80
Listed occupation (skill type/level)		R80(2)
Occupational experience		R80(3)
Officer not required to consider occupations not specified in application		R80(6)
Full-time work (definition)		R80(7)
Arranged employment		R82
Adaptability		R83
Minimum funds		R76(1)(b)
Substituted evaluation		R76(3) & (4), R87(3) & (4), R87.2(4), R109(1)
Family members		R85
Ministerial Instructions	A87.3	
Definition of Québec skilled worker		R86(2)

PERMANENT RESIDENTS

PARTICIPANT'S GUIDE

Definition of provincial nominee		R87(2)
Definition of Canadian Experience Class member		R87.1(2)
Definition of skilled trade occupation		R87.2(1)
Definition of federal skilled trades		R87.2(3)
Definition of start-up business member		R98.01(2)
Self-employed persons		R100(1) - R101(1)

Module 2 – Document 3 – Express Entry

As part of your work, you will be assigned applications once they have been processed through Express Entry. It is important that you have a good overall understanding of the process as you will need to ensure that applicants have provided specific information in their online account.

What is it?

Express Entry is an online system which manages the intake of specific economic permanent resident applications.

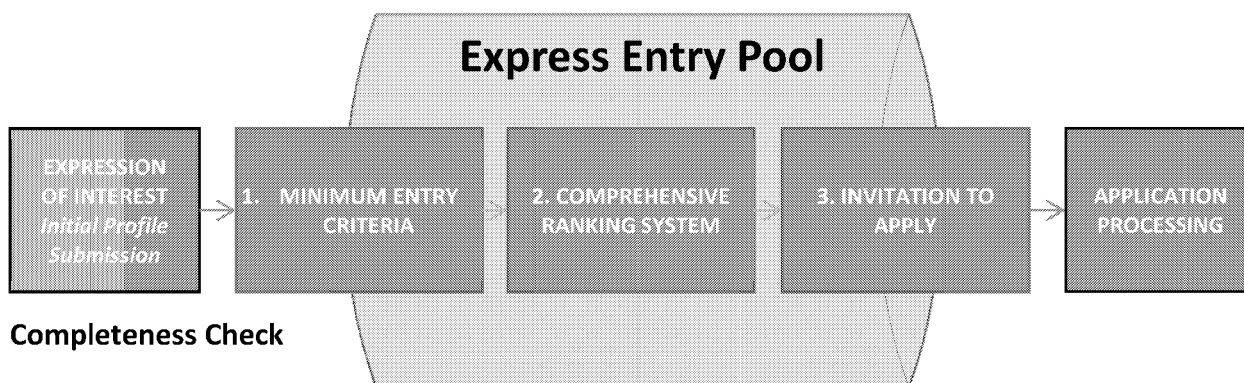
Which types of candidates are required to use Express Entry?

- Federal Skilled Workers Class (FSWC)
- Federal Skilled Trades Class (FSTC)
- Canadian Experience Class (CEC)
- Portion of Provincial Nominee Program (PNP)

When a candidate is issued an invitation to apply (ITA), a functionality allowing them to submit an electronic application for permanent residence (e-APR) automatically appears in their online account. The e-APR is a dynamic form that asks the applicant questions based on the information provided in their profile (e.g., if the applicant declared a spouse, the system prompts the applicant with questions about the spouse).

The system automatically pre-populates the e-APR with the information from the candidate's Express Entry profile. Applicants only need to verify that the information is correct and amend it as necessary. Since much of the application information is already captured, applicants will only have to answer questions related to family composition and admissibility.

Express Entry Flow



Applicants are required to submit a complete e-APR within 60 calendar days of being issued an ITA. The application and all supporting documents must be submitted electronically through the applicant's online account.

Applications are assessed for completeness up front and those found to be incomplete should be rejected as per R10, and all fees associated with the application should be refunded to the applicant.

A **complete application** includes the following:

- the e-APR;
- the cost recovery fees; and
- all supporting documentation to validate information contained in the applicant's Express Entry profile and e-APR.

Applicants and their family members must undergo upfront medical examinations and submit all required police certificates as part of their complete application.

Module 2 – Document 4 – National Occupational Classification (NOC)

What is it?

The NOC is the official government system for the classification and description of occupations in the Canadian economy. It identifies and groups occupations in the Canadian economy by type and skill level, based on:

- Job duties
- Work a person does

NOC is a critical part of verifying employment in Express Entry applications. These applications have clear up-front requirements and the onus is on the applicant to provide sufficient evidence to satisfy the officer their claimed employment is valid. If the information on file (intrinsic evidence) is insufficient to establish that the applicant meets the employment requirements, the applicant can be refused. It is important to note that a procedural fairness letter is not required for refusals at this stage.

In order to be considered in this class, the applicant must have worked in **one** of these National Occupational Classification (NOC) job groups:

- Managerial jobs (skill type 0)
- Professional jobs (skill level A)
- Technical jobs and skilled trades (skill level B)

In order to understand how the NOC system works, please consult the PDI link at the following address: <https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/eligibility/find-national-occupation-code.html>

The critical factor with this NOC system is ensuring that applicants have the correct corresponding job groups for their occupation titles. You will have the opportunity, during the training, to test your ability at verifying that the NOC codes are accurate as these job groupings are part of the selection criteria. Some occupation titles have similar duties but there are lead duties that causes a different job group between these occupations.

The employment requirements listed in the NOC occupational description are not determinative (i.e. not in and of itself grounds for refusal) however if the applicant does not meet the employment requirements, it is reasonable for an Officer to have concerns about the applicant's ability to perform the actions described in the lead statement.

*****IMPORTANT*****

Under the NOC Occupational description there is a LEAD STATEMENT, then MAIN DUTIES and under that EMPLOYMENT REQUIREMENTS. Let's look up NOC 1411 as an example:

<https://noc.esdc.gc.ca/Structure/NocProfile?objectid=4%2BPmNmKnhRuJ5aOhSGaV7u4I6rLG%2BtCSdKlr%2BLvADwk%3D>

The screenshot shows the NOC 1411 profile page for 'General office support workers'. Three callout boxes are overlaid on the page:

- Lead Statement:** A box pointing to the introductory paragraph at the top of the profile.
- Main Duties:** A box pointing to the 'Main duties' section, which lists tasks like processing correspondence, preparing reports, and managing office equipment.
- Employment Requirements:** A box pointing to the 'Employment requirements' section, which states that completion of secondary school is usually required.

The profile content includes:

- Example titles:** Administrative clerk, Accounts receivable clerk, Billing clerk, General office assistant, Medical secretary, Information systems, Office clerk, Records filing system clerk, Technical assistant, Stock clerk, Hospital, Juvenile clerk.
- Inclusions:** Clerical supervisor.
- Main duties:** Prepare and prepare correspondence, statements, forms, presentations, applications and other documents, memoranda or dispatches; Prepare and enter data in computer or electronic entries or forward to appropriate person; Provide general administrative services and the public regarding quantity or payment of bills, requirements and procedures; Manage general office equipment, including photocopying, faxing, scanning, and mailing; Receive and file correspondence and documents, including forms, and file and prepare correspondence, as required and maintain records of filed and received materials; Establish and prepare records from materials received, including, including, including; Process incoming and outgoing mail, messages or documents; Sort and deliver incoming and outgoing mail, messages or documents; Assist with the maintenance of records such as budget submissions, orders for the substitution and work orders; Assist in handling all office supplies, make supplies purchases and manage the ordering of office equipment; Manage office building maintenance such as preparing notices and work orders; Manage, process and verify records, registrations, forms and other documents; May organize the files of one or more office support workers.
- Employment requirements:** Completion of secondary school is usually required. Completion of secondary school or college studies or non-merit courses is usually required.
- Additional information:** Progression to supervisory or office management positions is possible with experience. Progression to higher levels of education is possible with additional training and experience.
- Exclusions:** Administrative and related clerks (1401), Administrative assistants (1402), Administrative officers (1403), Clerical supervisors (1404).

We cannot refuse applicants simply because they don't meet the employment requirements, as the focus is on whether the applicant performs the actions described in the lead statement and a substantial number of the main duties listed. However, officers should bear in mind whether the applicants meet the employment requirements of the NOC. It can be helpful to look at the applicant's wage and the prevailing wage listed on the job bank market report. If they are different, further verification of their employment could be required.

MODULE 2 – DOCUMENT 5 – DECIPHERING NOC CODES

When the 1 st digit is...	... the Skill Type is
0*	Management occupations*
1	Business, finance and administration occupations
2	Natural and applied sciences and related occupations
3	Health occupations
4	Occupations in education, law and social, community and government services
5	Occupations in art, culture, recreation and sport
6	Sales and service occupations
7	Trades, transport and equipment operators and related occupations
8	Natural resources, agriculture and related production occupations
9	Occupations in manufacturing and utilities

When the 2 nd digit is...	... the Skill Level is
0 or 1*	A - Professional occupations usually requiring university education*
2 or 3*	B - Technical, paraprofessional and skilled occupations usually requiring college or vocational education or apprenticeship training.*
4 or 5	C - intermediate occupations usually requiring secondary school and/or occupation-specific training.
6 or 7	D - labouring and elemental occupations where on-the-job training is usually provided

*** These occupations qualify as skilled work for the purposes of the federal Skilled Worker program.**

MODULE 2 – DOCUMENT 6 – COMPREHENSIVE RANKING SYSTEM

What is it?

The Comprehensive Ranking System (CRS) is the points-based system used to assess and score a client's profile in order to rank them in the Express Entry pool.

As you have read previously – in **Document 3 – Express Entry** – the client must first meet certain minimum requirements before his profile is rated.

How does it work?

Since the CRS automatically generates the client's score, the officers do not need to memorize how it works. It is nevertheless important to understand it since one of your eventual task, as an officer, will be to determine whether the client provided accurate information in their online profile which resulted in a CRS score that allowed the client to then apply for permanent residence.

The CRS includes a core set of points up to 600 points and a set of additional points of up to 600 points totaling to a possible 1200 points.

CORE POINTS (UP TO 600PTS)	ADDITIONAL POINTS (UP TO 600PTS)
1. Skills & experience	1. Canadian educational certificates
2. Spouse or common-law partner factors	2. Valid job offer
3. Skills transferability	3. Provincial or territorial nomination
	4. CC / PR brother or sister living in Canada
	5. Strong French language skills

The CRS grid above includes a core set of points up to 600 points and a set of additional points of up to 600 points totaling to a possible 1,200 points.

Core: Up to 600 points

1. Skills and experience factors
2. Spouse or common-law partner factors, such as their language skills and education
3. Skills transferability, including education and work experience

Additional: Up to 600 points

1. Canadian degrees, diplomas or certificates
2. a valid job offer
3. a nomination from a province or territory
4. a brother or sister living in Canada who is a citizen or permanent resident
5. strong French language skills

* **Ministerial instructions** – This is the tool you will be referencing, together with the IRPA and IRPR, when further clarification of the requirements are needed:

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/mandate/policies-operational-instructions-agreements/ministerial-instructions/express-entry-application-management-system.html>

CRS points are automatically calculated under the EE eligibility tab in GCMS and therefore do not need to be memorized and no calculation is required by Officers however it is important to understand how the applicant can lose points.

Only top-ranked candidates in the Express Entry pool are issued an Invitation to Apply (ITA) at the time of the round of invitation. The CRS minimum entry criteria changes for CEC depending on the round of invitation and tends to average around 440 points.

Candidates can score a maximum of 1200 points in the CRS with points allocated as follows:

- Human capital: age, level of education, official language, Canadian work experience (460-500 points)
- Spousal factors (up to 40 points)
- A set of skills transferability (up to 100 points)
- Additional factors (up to 600 points): provincial/territorial nomination, offer of arranged employment (50 or 200 if in NOC 00), Canadian educational credential

It should be noted that for each EE category there is a different set of eligibility requirements.

Example 1: CEC you must have 1 year of Canadian work experience in NOC O, A or B in the last 3 years from application date and it need not be continuous or in the same occupation.

Example 2: For FSW you must have 1 year of continuous work experience in the same NOC at skill level O, A or B. The FSW minimum score is 67 points out of 100:

- Age - max 12
- Education (with ECA) - max 25
- Experience - max 15
- Arranged employment - max 10
- Official language proficiency - max 28
- Adaptability - max 10

MODULE 2 – DOCUMENT 7 – INITIAL ASSESSMENTS OF EXPRESS ENTRY E-APPLICATIONS

Policy

An applicant's CRS score is automatically recorded in GCMS at the time when

- their ITA is issued; and
- their e-APR is submitted.

At the time of the e-APR, processing officers should compare both CRS scores to determine which of the following scenarios should be applied:

CRS SCORE AT TIME OF e-APR	DECISION
equal to or higher than the lowest-ranked score in the round of invitations	application will not be refused under section A11.2
lower than the lowest-ranked score in the round of invitations	application should be refused under section A11.2

If it is determined that the applicant does not meet the requirements of one of the federal immigration programs to which he or she has been linked, the application must be refused under section **A11.2**. Any misrepresentation must be considered, if applicable.

A11.2 and A40

Sections **A11.2** and **A40** of IRPA state:

A11.2 (1) *An officer may not issue a visa or other document in respect of an application for permanent residence to a foreign national who was issued an invitation under Division 0.1 to make that application if — at the time the invitation was issued or at the time the officer received their application — the foreign national did not meet the criteria set out in an instruction given under paragraph 10.3(1)(e) or did not have the qualifications on the basis of which they were ranked under an instruction given under paragraph 10.3(1)(h) and were issued the invitation.*

A40 (1) *A permanent resident or a foreign national is inadmissible for misrepresentation*

- a) *for directly or indirectly misrepresenting or withholding material facts relating to a relevant matter that induces or could induce an error in the administration of this Act;*

Here is a little chart that summarizes the information contained in these 2 sections:

<u>A11.2 Assessment</u>	<u>A40 Assessment</u>
Does the applicant meet the Express Entry minimum entry criteria (MEC)?	Did the applicant misrepresent their qualifications in their Express Entry profile?
Does the applicant possess the qualifications for which they received the CRS score?	Did the applicant misrepresent their qualifications in their e-APR?

Therefore, an officer should refuse an application under A11.2 if it is determined that at the time of the ITA or e-APR, the applicant did not meet the MEC, including the requirements of the program to which they were invited to apply;

OR

The applicant's recalculated CRS score has fallen below that of the lowest-ranked candidate invited to apply in that round of invitations

Furthermore, if there are discrepancies between the information in the applicant's profile and the information in the applicant's e-APR which are not the result of a legitimate change in the applicant's circumstance, they should determine whether a finding of misrepresentation under A40 applies.

If both sections apply, the application should be refused on both grounds.

Apart from these 2 sections, you have to keep in mind there is a public policy to A25 exempt applicants if they have a birthday between the ITA and lock-in date. Their age change may lower their CRS score and result in them not meeting the lowest score in their round of invitation. As an officer, you can consider granting this exemption under A25.2(1). We will look further into this when we cover admissibility.

Assessing PNC (Provincial Nominee) Applications

PNC applications that come through Express Entry must also meet the requirements of one of the three immigration programs managed through Express Entry (FSWC, FSTC, or CEC).

A candidate may appear to meet the program requirements of more than one federal immigration program. When this occurs, the processing office must only determine that the applicant meets the requirements for one of the federal programs for which they have been tagged. Once the applicant is determined to have met the requirements for one of the federal immigration programs, there is no need for further assessment of the others.

Assess PNC applicants for federal programs in the following order:

- CEC
- FSWC
- FSTC

Should the applicant fail to meet the requirements of the first program considered, the processing office should consider the other programs in which the applicant has been tagged until either the applicant meets the requirements of one program or all possible programs in which the applicant has been tagged have been considered.

MODULE 2 – DOCUMENT 8 – VERIFY THE OCCUPATIONAL GROUP

Instructions:

In groups of 3, read the scenarios and determine whether the applicants have provided the correct occupational groups for their skill level. The scenarios are built taking into consideration what you would likely see in GCMS.

Why: Applicants need to have skilled work experience in **one** of these National Occupational Classification (NOC) job groups:

- Managerial jobs (skill type 0)
- Professional jobs (skill level A)
- Technical jobs and skilled trades (skill level B)

The applicants must show that while working in their primary occupation they performed the duties set out in the **lead statement** of the occupational description in the NOC. This includes **all** the essential duties and most of the main duties listed.

How: Using the National Occupation Classification (NOC) System, read the Lead Statement and Main Duties of the declared occupation and determine if it is consistent with the information provided or more consistent with another occupation.

Time: 25 minutes

SCENARIO 1

The applicant is a single 41 year old male from the USA. They declare their primary occupation as Cafeteria Supervisor (NOC V2021: 62020 / V2016: 6311 (B)). They are applying to be a member of the Federal Skilled Worker Class.

Analyst Recommendation: Approval

Summary Notes: Employment letter confirms 6 years full-time work experience with Kentucky College. Employer provides job description. No concerns regarding employer.

e-Doc# 123456789: (excerpt of job description)

The applicant is the Cafeteria Supervisor for our Main Cafeteria. Their primary responsibility is to supervise, direct and co-ordinate the activities of workers who prepare, portion, and serve food. They have been employed with Kentucky College for the past 6 years.

Main Duties:

- Supervise, co-ordinate and schedule the activities of staff who prepare, portion and serve food
- Estimate and order ingredients and supplies required for meal preparation
- Establish work schedules and procedures
- Maintain records of stock, repairs, sales and wastage
- Train staff in job duties, and sanitation and safety procedures
- Ensure that food and service meet quality control standards
- Plan cafeteria menus.

Based on your findings, did the applicant use the correct NOC code for the declared primary occupation? Please provide your explanation.

SCENARIO 2

The applicants are principal applicant 31 year-old. Diana TELAN from Philippines and her spouse Drew. Diana's declared primary occupation is Contact Centre Supervisor (NOC V2021: 62023 / V2016: 6314 (B)). They are applying as members of the Federal Skilled Worker Class.

Analyst Recommendation: Review Required

Summary Notes: Employment letter confirms 5 years full-time work experience with Manila Telecom. Employer provides job description. Web search confirms employer. Review duties.

e-Doc# 123456789: (excerpt of job description)

Mrs. Telan has been employed as the Complaints Leader Representative of her team Manila Telecom for the past 5 years. She leads her team and is the primary contact to our customers as she answers enquiries and provides information on our goods and services.

Main Duties:

- Answer enquiries from customers
- Investigate complaints regarding our goods, services and policies
- Arrange for refunds, exchange and credit for returned merchandise
- Receive account payments
- Receive credit and employment applications

Based on your findings, did the applicant use the correct NOC code for the declared primary occupation? Please provide your explanation.

SCENARIO 3

The principal applicant Harman GUPTA and his wife JEENA are applying as members of the Federal Skilled Worker Class. Harman's declared primary occupation is Financial Services Officer (NOC V2021: 63102 / V2016: 6235 (B)).

Analyst Recommendation: Review Required

Summary Notes: Employment letter confirms 7 years full-time work experience with State Bank of India. Employer provides job description. Web search confirms employer. Review duties.

e-Doc# 123456789: (excerpt of job description)

Mr. Gupta has been employed as one of our Financial Services Officer at one of our Chandigarh branches. As a Financial Services Officer he helps sell basic deposit, investment and loan products and services to individuals at the front counter.

Main Duties:

- Promote the sale of deposit, investment, credit and loan products and services at the front counter
- Process customer cash deposits and withdrawals, cheques, transfers, bills and credit card payments, money orders, certified cheques and other related banking transactions
- Obtain and process information required for the provision of services, such as opening accounts and savings plans and purchasing bonds
- Sell travellers' cheques, foreign currency and money orders
- Answer enquiries and resolve problems or discrepancies concerning customers' accounts
- Inform customers of available banking products and services to address their needs.

Based on your findings, did the applicant use the correct NOC code for the declared primary occupation? Please provide your explanation.

SCENARIO 4

The applicants are principal applicant 35 year-old male, Marcial ROJAS from Spain and his wife Luzhelena. Marcial's declared primary occupation is electrical engineer (NOC V2021: 21310 / V2016: 2133 (A)). They are applying as members of the Federal Skilled Worker Class.

Analyst Recommendation: Review Required

Summary Notes: Employment letter confirms 2 years full-time work experience with Sundowner Utilities Ltd. Employer provides job description. Web search confirms employer. Review duties.

e-Doc# 123456789: (excerpt of job description)

Mr. Rojas provides technical support and services in the design, development, testing, production and operation of electrical and electronic equipment and systems for Sundowner Utilities Ltd.

Main Duties:

- Assist in the design, development and testing of electrical and electronic components, equipment, and systems.
- Assist in inspection, testing, adjusting and evaluation of incoming electrical, electro-mechanical and electronic components and assemblies to ensure conformance with product specifications and tolerances.
- Assist in building and testing prototypes to specifications
- Carry out a limited range of technical functions in support of research in electrical and electronic engineering and physics
- Install, operate and maintain electrical and electronic equipment and systems
- Calibrate electrical or electronic equipment and instruments according to technical manuals and written instructions

Based on your findings, did the applicant use the correct NOC code for the declared primary occupation? Please provide your explanation.

MODULE 2 – DOCUMENT 9 – INITIAL ASSESSMENTS – CHANGE IN CIRCUMSTANCES

Instructions: In pairs (breakout rooms), read the scenarios and decide whether A11.2 and/or A40 applies to the situation.

Time: 10 minutes

Scenario 1

Amar has X points in the CRS and ranks at the lower end of his round of invitations. Amar divorces his spouse in the time between when he receives his ITA and when he submits his e-APR. This causes Amar's CRS score to drop, as Amar was issued points for his spouse's education, language and Canadian work experience.

Amar's CRS score is automatically recalculated at the e-APR stage. Although Amar still meets the minimum requirements of the program to which he is applying, his new CRS score is now below the score of the lowest-ranked person issued an ITA in his round of invitations.

Answer:

Scenario 2

Anne's first official language is French, and her *Test d'évaluation de français* (TEF) (French Language Assessment Test) scores are high enough to make her eligible for one of the federal programs.

In her e-APR, Anne's speaking score is lower than the score she provided in her Express Entry profile. Therefore, she no longer meets minimum program requirements and, as a result, no longer meets the MEC. After further review, the officer determines that this discrepancy was an honest mistake.

Answer:

Scenario 3

Paul is invited to apply for the FSWC. In both his Express Entry profile and his e-APR, Paul declares that he received a master's degree in 2010 from the University of Non Est. Paul submits a photocopy of his master's degree as part of his application.

Upon investigation, the processing office discovers that Paul's degree cannot be verified because the University of Non Est does not exist. The officer determines that Paul does not meet the Express Entry MEC because, without a master's degree, he does not have the 67 points required for the FSWC. Since the officer believes that Paul has misrepresented himself, Paul is issued a procedural fairness letter and is given 30 days to respond.

Paul does not respond to the procedural fairness letter within 30 days.

Answer:

MODULE 2 – DOCUMENT 10 – FEDERAL SKILLED WORKER CLASS

What is it?

FSWC is prescribed as a class of persons who are skilled workers, who may become permanent residents on the basis of their ability to become economically established in Canada, and who intend to reside in a province other than Québec.

Regulation says:

FSWC applicants need to not only meet the minimum requirements of the program, but as well the selection criteria. To determine whether a skilled worker, as a member of the federal skilled worker class, has the ability to become economically established in Canada, applicants are assessed against the selection criteria in R76(1).

Here is what R76(1) states:

R76 (1) For the purpose of determining whether a skilled worker, as a member of the federal skilled worker class, will be able to become economically established in Canada, they must be assessed on the basis of the following criteria:

(a) the skilled worker must be awarded not less than the minimum number of required points referred to in subsection (2) on the basis of the following factors, namely,

(i) education, in accordance with section 78,

(ii) proficiency in the official languages of Canada, in accordance with section 79,

(iii) experience, in accordance with section 80,

(iv) age, in accordance with section 81,

(v) arranged employment, in accordance with section 82, and

(vi) adaptability, in accordance with section 83; and

(b) the skilled worker must

(i) have in the form of transferable and available funds, unencumbered by debts or other obligations, an amount equal to one half of the minimum necessary income applicable in respect of the group of persons consisting of the skilled worker and their family members, or

(ii) be awarded points under paragraph 82(2)(a), (b) or (d) for arranged employment, as defined in subsection 82(1), in Canada.

✚ It is important that officers familiarize themselves with PDIs related to this class. You can find them here: <http://cicintranet.ci.gc.ca/connexion/tools-outils/perm/econ/fsw-tqf/index-eng.aspx?v=post>.

Keep in mind that as an officer, your main challenge will be to be able to confirm whether the applicant has the work experience noted in their profile which generated the NOC code that gave them the required NOC Skill Level O, A or B.

Final Selection Decision

- If the applicant's total score is equal to or greater than the pass mark set by the Minister, the officer will make a positive eligibility decision, and proceed to determining admissibility.
- If the applicant's total score is less than the pass mark set by the Minister, the officer will make a negative eligibility decision, record the outcome and reasons in GCMS, and send a letter to inform the applicant that their application has been refused for insufficient points..

SCORE	DECISION
EQUAL TO OR GREATER THAN PASS MARK	POSITIVE
LESS THAN PASS MARK	NEGATIVE

* Do not forget that GCMS automatically calculates the applicant's score (both CRS and Eligibility).

Settlement Funds

In addition to passing the selection criteria, the applicant must also have sufficient funds available to support their settlement in Canada, pursuant to subparagraph R76(1)(b)(i). However, there is an exception to applicants who have been authorized to work in Canada and have been awarded points for a **qualifying offer of arranged employment under Express Entry or for arranged employment as defined in R82(1) and R82(2)**.

- *The funds must be*
 - *available and transferable;*
 - *unencumbered by debts or other obligations; and*

- *sufficient to support initial establishment in Canada.*

Proof of Funds

Funds must be readily available to the applicants. For example, applicants cannot use equity on real property as proof of settlement funds.

Applicants cannot borrow this money from another person. Applicants must be able to use this money to pay the costs of living for their family (even if they are not coming to Canada).

If the principal applicant's spouse is coming to Canada, funds held together in a joint account can be accepted. Funds in an account under one name only can also be accepted, but there must be proof that both spouses have access to the funds.

The funds must be available both when applying and when permanent resident visas are issued. The immigration officer must be satisfied that applicants can legally access the funds to use in Canada upon arrival.

Official letters from any banks or financial institutions must be provided to show where funds are kept.

Letter(s) must:

- be printed on the financial institution's letterhead
- include their contact information (address, telephone number and email address)
- include your name
- list outstanding debts such as credit card debts and loans
- include, for each current bank and investment account, the
 - account numbers
 - date each account was opened
 - current balance of each account
 - average balance for the past 6 months

Sufficient funds is measured by using the LICO (Low Income Cut-Off) chart and referencing the applicant's family size (including both accompanying and non-accompanying dependents).

If the applicant is unable to demonstrate that they have sufficient funds to meet the requirements, the application is refused.

Substituted Evaluation

As mentioned in **R76(3)**:

R76(3) *Whether or not the skilled worker has been awarded the minimum number of required points referred to in subsection (2), an officer may substitute for the criteria set out in paragraph (1)(a) their evaluation of the likelihood of the ability of the skilled worker to become economically established in Canada if the number of points awarded is not a sufficient indicator of whether the skilled worker may become economically established in Canada.*

This disposition means that substitution of evaluation can be used to overcome only the points assessment against selection criteria. It cannot be used to overcome an applicant's failure to meet eligibility criteria under Ministerial Instructions, minimum requirements or the requirement for settlement funds.

Typically, applicants meet or don't meet the selection criteria, and application of this provision is not frequent but is available should the officer choose to use it. Thus, substituted evaluation may be considered on a case-by-case basis where officers may consider relevant factors.

However, **R76(4)** tells us that application of this provision requires concurrence by another officer.

If it is determined that the requirements set forth in paragraph **R76(1)(a)**, whether or not they are met and whether or not the skilled worker has been awarded the minimum number of points referred to in subsection **R76(2)**, are not sufficient indicators of whether the foreign national will become economically established in Canada, an officer may substitute for these criteria their evaluation of the likelihood of the ability for the skilled worker to become economically established in Canada.

It is to be noted that substituted evaluation should not be confused with **humanitarian and compassionate authority [A25(1)]**, which enables the Minister and his delegates to grant permanent residence or an exemption from any applicable criteria or obligation of the IRPA if justified by humanitarian and compassionate considerations relating to the foreign national.

If we summarize, the conditions for substituting the evaluation are as follow:

- *Can only be used to overcome point assessment*
- *Considered on a case-by-case basis (almost met – not in itself sufficient)*
- *Requires concurrence of a second designated officer **R76(4)***
- *Should not be confused with **A25(1)***

MODULE 2 – DOCUMENT 11 – ARRANGED EMPLOYMENT GUIDELINES

An applicant will be awarded up to 10 points for **arranged employment** if they are able to perform and are likely to accept and carry out the employment, and meet the requirements for a valid offer of employment.

The applicant must submit the necessary documentation to substantiate that they have a valid offer of employment. This must include a letter of offer from the employer in Canada with the following details:

- expected start date,
- commitment that the applicant will be employed on a continuous, paid, full-time work,
- for work that is for at least one year after issuance of a permanent resident visa,
- job title,
- duties and responsibilities,
- current job status (if current job),
- number of work hours per week, and annual salary plus benefits.

Arranged employment under paragraph R82(2)(a)

The applicant is currently working in Canada on a work permit that was issued based on a positive Labour Market Impact Assessment (LMIA) with respect to employment in an occupation listed under skill type 0 or skill level A or B of the National Occupational Classification (NOC), and

- the work permit is valid at the time the application for permanent residence is made;
- the applicant is currently working for an employer specified on the work permit;
- the current employer has made an offer to employ the applicant for a duration of at least one year after the date on which a permanent resident visa is issued, in an occupation that is listed in Skill Type 0, A or B of the National Occupational Classification matrix.

Note: The applicant must hold a valid work permit or be authorized to work in Canada under section R186, on the date which their application for a permanent resident visa is made and, on the date on which the permanent resident visa, if any, is issued. Their work permit must have been issued on the basis of a named LMIA (whether individual or bulk) and the job offer need only be from one of the employers who obtained the LMIA, if it was issued to more than one employer.

Arranged employment under paragraph R82(2)(b)

The applicant is currently working in Canada under a work permit that was issued

- in an LMIA-exempt category **covered by an international agreement** like the North American Free Trade Agreement (NAFTA) or General Agreement on Trade in Services (GATS), and non-trade agreements. This can include professionals, traders and investors [i.e., pursuant to paragraph R204(a)]; or
- in an LMIA-exempt category covered by an agreement between Canada and a province or territory. This includes “significant investment” projects [i.e., pursuant to paragraph R204(c)]; or **exempt for “Canadian interests” reasons** (only those whose work permits state an employer):
 1. **“significant benefit”** – if your employer can prove you will bring an important social, cultural, and/or economic benefit to Canada. This can include:
 - general: Self-employed engineers, technical workers, creative and performing artists, etc.
 - workers transferred within a company (intra-company transferees with specialized knowledge) – only those that will benefit Canada with their skills and experience
 - workers under Mobilité francophone
 2. **reciprocal employment** – lets foreign workers get jobs in Canada when Canadians have similar opportunities in other countries
 - general (such as professional coaches and athletes working for Canadian teams)
 - International Experience Canada (except employer-specific permits) – a work abroad program for youth and young professionals
 - people in exchange programs like professors and visiting lecturers
 3. **designated by the Minister**
 - academics, including researchers, guest lecturers and visiting professors (sponsored through a recognized federal program)
 - competitiveness and public policy

- medical residents and fellows
 - post-doctoral fellows and people who have won academic awards from Canadian schools
 - people who have post-graduate work permits that are employer-specific
4. **charity and religious work** (does not count volunteers)

The following requirements must **also** be met:

- the applicant has accumulated at least one year of full-time work experience, or the equivalent in part-time work, over a continuous period of work for that employer;
- the applicant is currently working for an employer specified on the work permit; and
- the current employer has made an offer to employ the applicant for a duration of at least one year after the date on which a permanent resident visa is issued, in an occupation that is listed in Skill Type 0, A or B of the National Occupational Classification matrix.

Note: The applicant must hold a valid work permit or be authorized to work in Canada under section R186, on the date which their application for a permanent resident visa is made and, on the date on which the permanent resident visa, if any, is issued.

Arranged employment under paragraph R82(2)(c)

The applicant does not hold a valid work permit and is not authorized to work in Canada under section R186 on the date the application for permanent residence is made, and

- a prospective employer has made an offer to employ the applicant for a duration of at least one year after the date on which a permanent resident visa is issued, in an occupation that is listed in Skill Type 0, A or B of the National Occupational Classification matrix ; and
- the offer of employment has been approved by an officer based on a positive LMIA.

Note: The LMIA must be valid on the date the application is received by the CIO or submitted under Express Entry. If the LMIA is not valid, the application will be assessed as having no LMIA.

Arranged employment under paragraph R82(2)(d)

The applicant holds a valid work permit or is authorized to work in Canada under section R186, and

- the circumstances referred to in subparagraphs R82(2)(a)(ii) and (iii) and paragraph R82(2)(b) do not apply (e.g., the applicant has an offer of employment from an employer other than the one for whom they are currently working), or they are currently working in a job in an LMIA-exempt category other than those outlined in paragraph R82(2)(b) (e.g., the applicant currently holds an open work permit);
- the work permit or authorization to work under section R186 is valid at the time the application for permanent residence is made;
- the circumstances referred to in subparagraphs R82(c)(i) and (ii) apply (e.g., a prospective employer has made an offer to employ the applicant for a duration of at least one year after the date on which a permanent resident visa is issued, in an occupation that is listed in Skill Type O, A or B of the National Occupational Classification matrix; and the offer of employment has been approved by an officer based on a positive LMIA).

Note: The applicant must hold a valid work permit or be authorized to work in Canada under section R186 at the time the permanent resident visa, if any, is issued. In addition, the LMIA must be valid on the date the application is received by the CIO or submitted under Express Entry. If the LMIA is not valid, the application will be assessed as having no LMIA.

MODULE 2 – DOCUMENT 12 – EDUCATIONAL CREDENTIAL ASSESSMENT CONVERSION TABLE

EDUCATIONAL CREDENTIAL	EQUIVALENCY ASSESSMENT OUTCOMES	POINTS
University-level credential at the doctoral level [R78(1)(g)]	<ul style="list-style-type: none"> • Earned doctorate degree • Earned doctorate (Ph.D.) • Professional doctorate degree • Doctor of [name of discipline, such as Business Administration, Law, Psychology] • Doctor of Philosophy (Ph.D.) degree with a focus in [area of concentration] • Doctorate (Ph.D.) 	25
University-level credential at the master's level	<ul style="list-style-type: none"> • Master's degree • Master's degree (taught) • Master of [name of discipline] • Master's degree, specializing in [name of discipline] • Master's degree with a focus in [area of concentration] • One-year master's degree with a focus in [area of concentration] • Two-year master's degree with a focus in [area of concentration] • Master of Business Administration • One-year Master of Business Administration degree • One-year master's degree • Master degree 	23
An entry-to-practice professional degree. CIC only accepts as an entry-to-practice professional degree those degrees issued in relation to an occupation listed in the National Occupational Classification (NOC) at skill level A and for which licensing by a provincial regulatory body is required, in one of the following fields of study: <ul style="list-style-type: none"> • medicine; • veterinary medicine; • dentistry; • podiatry; • optometry; • law; 	<p>Medicine</p> <ul style="list-style-type: none"> • First professional degree in Medicine (Doctor of Medicine) • First professional degree in Medicine • Doctor of Medicine degree • First professional university degree in medicine • First professional university degree in medicine, preceded by prerequisite undergraduate study <p>Veterinary medicine</p> <ul style="list-style-type: none"> • Four to seven years of professional study in veterinary medicine • First professional degree in Veterinary Medicine • Doctor of Veterinary Medicine degree • First professional university degree in veterinary medicine • First professional university degree in veterinary medicine, preceded by prerequisite undergraduate study <p>Dentistry</p> <ul style="list-style-type: none"> • Four to seven years of professional study in dentistry • Five or more years of professional university study in dentistry • First professional degree in Dentistry • Doctor of Dental Surgery degree • First professional university degree in dentistry • First professional university degree in dentistry, preceded by prerequisite undergraduate study <p>Podiatry</p> <ul style="list-style-type: none"> • Four to five years of professional study in podiatry 	23

<ul style="list-style-type: none"> • chiropractic medicine; • pharmacy. 	<ul style="list-style-type: none"> • Five or more years of professional university study in podiatry • Doctor of Podiatry degree • First professional university degree in podiatric medicine • First professional university degree in podiatric medicine, preceded by prerequisite undergraduate study <p>Optometry</p> <ul style="list-style-type: none"> • Three to six years of professional study in optometry • Five or more years of professional university study in optometry • Doctor of Optometry degree • First professional university degree in optometry • First professional university degree in optometry, preceded by prerequisite undergraduate study <p>Law</p> <ul style="list-style-type: none"> • Bachelor of Laws • Juris Doctor • First professional university degree in law • First professional university degree in law, preceded by [x-year] prerequisite undergraduate study <p>Chiropractic medicine</p> <ul style="list-style-type: none"> • Five or more years of professional university study in chiropractic medicine • Doctor of Chiropractic degree • First professional university degree in chiropractic medicine • First professional university degree in chiropractic medicine, preceded by prerequisite undergraduate study <p>Pharmacy</p> <ul style="list-style-type: none"> • Five or more years of professional university study in pharmacy • Bachelor of Science in Pharmacy degree • Four-year Bachelor of Science degree with a focus in pharmacy 	
<p>Two or more post-secondary program credentials, at least one of which must have been issued on completion of a post-secondary program of three years or longer [R78(1)(e)]</p>	<p>Three-year or longer post-secondary credential in combination with any of the post-secondary educational credentials listed below. This excludes secondary school credentials.</p> <p>Post-secondary educational credentials could also include post-baccalaureate or post-graduate credentials as follows:</p> <ul style="list-style-type: none"> • Post-bachelor's certificate • Post-undergraduate certificate • Post-bachelor's diploma • Post-undergraduate diploma • Graduate certificate • Graduate certificate with a focus in [area of concentration] • Postgraduate certificate • Postgraduate diploma • Graduate diploma with a focus in [area of concentration] • Graduate diploma • Two-year postgraduate diploma, specializing in [name of discipline] • Two-year bachelor's degree after a degree with a focus in [area of concentration] 	<p>22</p>

PERMANENT RESIDENTS

PARTICIPANT'S GUIDE

	<ul style="list-style-type: none"> • One-year postgraduate certificate in [name of discipline] • One-year of graduate study with a focus in [area of concentration] • Study toward a master's degree 	
Post-secondary program credential of three years or longer [R78(1)(d)]	<ul style="list-style-type: none"> • College diploma (three years) • Diploma (three years) • Three-year diploma in [name of discipline] • Three-year advanced diploma • Bachelor's degree • Applied bachelor's degree • Bachelor's degree (three years) • Three-year bachelor's degree, specializing in [name of discipline] • Three-year bachelor degree • Bachelor's degree (four years) • Four-year bachelor's degree, specializing in [name of discipline] • Four-year bachelor degree • Three-year post-secondary diploma with a focus in [area of concentration] • Bachelor's degree with a focus in [area of concentration] • Applied bachelor's degree with a focus in [area of concentration] • Bachelor of Technology degree with a focus in [area of concentration] • Three-year bachelor's degree with a focus in [area of concentration] • Four-year bachelor's degree with a focus in [area of concentration] 	21
Two-year post-secondary program credential [R78(1)(c)]	<ul style="list-style-type: none"> • College diploma • College diploma (two years) • Diploma (two years) • Two-year diploma • Two-year diploma in [name of discipline] • Secondary school diploma and diploma (two years) • Associate degree • Associate of [Arts/Science] degree • Post-secondary diploma with a focus in [area of concentration] • Two-year post-secondary diploma with a focus in [area of concentration] • Two-year associate degree 	19
One-year post-secondary program credential [R78(1)(b)]	<ul style="list-style-type: none"> • College certificate • Completion of college-level certificate • University certificate • University diploma • One-year certificate in [name of discipline] • Post-secondary certificate with a focus in [area of concentration] • One-year post-secondary certificate with a focus in [area of concentration] • One-year certificate 	15
Secondary school (high school) credential [R78(1)(a)]	<ul style="list-style-type: none"> • Secondary school graduation • Secondary school diploma 	5

	<ul style="list-style-type: none"> • High school equivalency certificate • Certificate of high school achievement • Certificate of high school achievement [plus/including] [specialized/vocational/technical] training in X • High school diploma • High school diploma [plus/including] [specialized/vocational/technical] training in X • Grade 12 (high school completion) 	
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Sources:

<http://www.ci.gc.ca/connexion/tools-outils/perm/econ/fsw-tqf/education-eng.aspx>

<http://www.ci.gc.ca/connexion/tools-outils/perm/econ/fsw-tqf/points-eng.aspx>

MODULE 2 – DOCUMENT 13 – LANGUAGE EQUIVALENCY CHART

ENGLISH

Canadian English Language Proficiency Index Program (CELPIP) - General				
Test score equivalency chart				
CLB Level	Reading	Writing	Listening	Speaking
10	10	10	10	10
9	9	9	9	9
8	8	8	8	8
7	7	7	7	7
6	6	6	6	6
5	5	5	5	5
4	4	4	4	4
International English Language Testing System (IELTS) – General Training				
Test score equivalency chart				
CLB Level	Reading	Writing	Listening	Speaking
10	8.0	7.5	8.5	7.5
9	7.0	7.0	8.0	7.0
8	6.5	6.5	7.5	6.5
7	6.0	6.0	6.0	6.0
6	5.0	5.5	5.5	5.5
5	4.0	5.0	5.0	5.0
4	3.5	4.0	4.5	4.0

FRENCH

Test d'évaluation de français pour le Canada (TEF Canada)				
Test score equivalency chart				
CLB Level	Reading	Writing	Listening	Speaking
10	263-277	393-415	316-333	393-415
9	248-262	371-392	298-315	371-392
8	233-247	349-370	280-297	349-370
7	207-232	310-348	249-279	310-348
6	181-206	271-309	217-248	271-309
5	151-180	226-270	181-216	226-270
4	121-150	181-225	145-180	181-225
Test de connaissance du français pour le Canada (TCF Canada)				
Test score equivalency chart				
CLB Level	Reading	Writing	Listening	Speaking
10 and above	549-699	16-20	549-699	16-20
9	524-548	14-15	523-548	14-15
8	499-523	12-13	503-522	12-13
7	453-498	10-11	458-502	10-11
6	406-452	7-9	398-457	7-9
5	375-405	6	369-397	6
4	342-374	4-5	331-368	4-5

Source: <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/standard-requirements/language-requirements/test-equivalency-charts.html>

MODULE 2 – DOCUMENT 14 – FEDERAL SKILLED WORKER

Federal Skilled Workers (May 4, 2013 Regulations)	
Minimum Requirements R75	
1. Work Experience - R75(2)(a) - (c)	
have accumulated 1 year continuous full-time ¹ (or equivalent continuous part-time) work experience ² in the NOC ³ 0, A or B ⁴ occupation identified as the primary occupation within 10 years before application date	
2. Language - R75(2)(d)	
meet the minimum language proficiency threshold - currently Canadian Language Benchmark (CLB) 7 - in <i>each</i> of the four language skill areas (listening, speaking, writing, reading) in either English or French per language test results from a designated agency. The test results must be less than two years old on the application date.	
3. Education - R75(2)(e)	
have submitted either: 1. a completed Canadian educational credential for at least the secondary school level or 2. a foreign educational credential and an Educational Credential Assessment (ECA) Report (that is less than five years old on the application date) from a designated agency which equates the foreign credential to a completed Canadian educational credential for at least the secondary school level. Note: the ECA report must be from a professional body if one has been designated for the applicant's primary occupation and the report must find the foreign credential equivalent to the Canadian educational credential required to practice that occupation.	
Selection Criteria: Points R76(1)(a)	
Education – R78	maximum 25 points
Points awarded based on Canadian educational credential(s) or foreign educational credential's equivalent(s) in Canada per ECA Report. See App. E of OP6c for a table cross-referencing the education points grid with an exhaustive list of ECA report assessment outcomes designated agencies use to indicate equivalency to complete Canadian educational credentials.	
Doctoral level	25 points
Master's level or entry-to-practice professional degree (i.e. for NOC ³ A occupations for which licensing by a provincial regulatory body is required in the following fields of study: Medicine, Veterinary Medicine, Dentistry, Podiatry, Optometry, Law, Chiropractic Medicine & Pharmacy)	23 points
two or more post-secondary credentials (including one program of 3 years or longer)	22 points
3-year or longer post-secondary credential	21 points
2-year post-secondary credential	19 points
1-year post-secondary credential	15 points
Secondary school	5 points
Language – R79	maximum 28 points

Federal Skilled Workers (May 4, 2013 Regulations)	
See "Language Requirements" in the Program Delivery section of Connexion for equivalency charts cross-referencing results of language tests from designated testing organizations with Canadian Language Benchmarks.	
1st Official Language	maximum 24 points
Proficiency	Points per skill area
Meets threshold (currently CLB 7)	4 points
Threshold + 1 CLB level (i.e. CLB 8)	5 points
Threshold + 2 CLB levels (i.e. CLB 9) or more	6 points
2nd Official Language	maximum 4 points
4 points if applicant's proficiency meets or exceeds CLB 5 in <i>all 4</i> language skill areas (i.e. no possibility of 1-3 points)	
Work Experience² – R80	maximum 15 points
full-time ¹ or equivalent part-time in NOC ³ 0, A or B ⁴ occupations within 10 years before application date	
1 year	9 points
2-3 years	11 points
4-5 years	13 points
6+ years	15 points
Age – R81	maximum 12 points
18 to 35 years	12 points
36 years	11 points
37 years	10 points
Less one point per year . . .	
46 years	1 point
Less than 18 years or more than 46 years	0 points
Arranged Employment – R82	maximum 10 points
10 points awarded if the applicant meets either criteria 1 and 2 or criteria 1 and 3 below.	
1. the applicant	
has:	an offer of indeterminate, full-time, non-seasonal employment;
from:	an employer in Canada (other than an embassy, high commission, consulate or an employer on the List of Ineligible Employers (found at: www.cic.gc.ca/english/work/list.asp));
in:	a NOC ³ 0, A or B ⁴ occupation; and
is:	able to perform and likely to accept and carry out the employment; and
2. the applicant	

Federal Skilled Workers (May 4, 2013 Regulations)	
is	in Canada and already working for the employer (whether in the same or a different occupation);
has	a work permit which is valid on the application date and was issued based upon either: <ul style="list-style-type: none"> • a positive LMIA from ESDC (R82(2)(a)); or • an LMIA exemption under R204(a) or (c) for international or provincial agreements (R82(2)(b)) or under R205(a) for GATS intra-company transferees (OP6c, s. 11.5); and
is	authorized, on the date the visa is issued, to work in Canada either: <ul style="list-style-type: none"> • under R186; or • by a valid work permit (which need not necessarily be the same one held on the date of application)
If the applicant meets criteria 1 and 2, then no ESDC opinion is required for the offered permanent employment and the applicant can be awarded 10 points. If the applicant does not meet criteria 2, proceed to criteria 3 below	
3. the applicant	
is	<ul style="list-style-type: none"> • authorized to work in Canada by a valid work permit or under R186 on the application date and on the date the visa is issued but does not meet the criteria in #2 above (e.g. they are currently working for a different employer than the one offering permanent employment; or their current work permit is based upon an LMIA exemption other than R204(a) or (c); or they are not yet in Canada, etc.) (R82(2)(d)); or • not authorized to work in Canada under R186 and does not hold a valid work permit on the application date (R82(2)(c)); and
has	a positive LMIA issued by ESDC for the offered permanent employment
If the applicant meets criteria 1 and 3, the applicant can be awarded 10 points for arranged employment.	
Adaptability – R83	maximum 10 points
Accompanying spouse/CLP⁵'s language proficiency	5 points
Must meet or exceed CLB 4 in all 4 language skill areas per language test results from a designated agency. The test results must be less than two years old on the application date.	
Previous study in Canada	
2 years of full-time study (i.e. at least 15 hours of instruction per week during the academic year) in a secondary or post-secondary program of at least 2 years' duration, authorized under a study permit or R188. Must have remained in good academic standing but need not have obtained a credential for completing the program.	
Principal Applicant	5 points
Accompanying spouse/ CLP ⁵	5 points
Previous work in Canada	
Principal Applicant: 1 year full-time ² authorized by work permit or R186 in NOC ³ 0, A, B ⁴ job	10 points
Accompanying spouse/ CLP ⁵ : 1 year full-time ² authorized under work permit or R186 in any job	5 points
Arranged Employment	5 points

Federal Skilled Workers (May 4, 2013 Regulations)	
If the applicant received 10 points for the arranged employment factor, award an additional 5 points	
Relative in Canada	5 points
Maximum 5 points awarded if <i>either</i> the principal applicant or their accompanying spouse/CLP has a Canadian citizen or permanent resident relative (grand-parent, parent, grand-child, child, sibling, aunt, uncle, nephew or niece only) that is 18 years of age or older and living in Canada.	
Total (pass mark: 67 points)	100 points
Selection Criteria: Funds – R76(1)(b)	
As LICO is updated on a yearly basis, the funds required change annually. For 2021, the new minimum amount of funds required applies to applications received on or after July 15, 2021. The funds required are determined by the principal applicant's family size, including both accompanying and non-accompanying dependants, using 50% of the current low income cut off (LICO).	
Proof of funds is not required if either of the following applies:	
<ul style="list-style-type: none"> • The principal applicant is authorized to work in Canada and has a <u>valid offer of arranged employment</u> • The principal applicant is applying under the Canadian Experience Class (CEC); this includes Provincial Nominee Program (PNP) applicants who are assessed under the CEC stream 	
Number of Family Members	Funds Required (CAD \$)
1	\$13,213
2	\$16,449
3	\$20,222
4	\$24,553
5	\$27,847
6	\$31,407
7	\$34,967
Additional family members	\$3,560

MODULE 2 – DOCUMENT 15 – FEDERAL SKILLED TRADES CLASS

What is it?

Federal Skilled Trades Class (FSTC) is a prescribed class of people qualified in a skilled trade who may become permanent residents on the basis of their ability to become economically established in Canada and who intend to reside in a province other than Québec.

Regulations Reference

R87.2(1): skilled trade occupation: Skill Level B occupation in the following NOC 2011 categories:

- (a) Major Group 72, industrial, electrical and construction trades (e.g. electricians, plumbers, welders, carpenters, roofers);
- (b) Major Group 73, maintenance and equipment operation trades (e.g. mechanics, crane operators, well drillers)
- (c) Major Group 82, supervisors and technical occupations in natural resources, agriculture and related production (farm supervisors, fishermen, miners, oil and gas drillers, landscape contractors);
- (d) Major Group 92, processing, manufacturing and utilities supervisors and central control operators (e.g. water treatment plant operators, supervisors of food and beverage processing or electronics or furniture manufacturing);
- (e) Minor Group 632, chefs and cooks; and
- (f) Minor Group 633, butchers and bakers.

R87.2(2): Federal skilled trades class – skilled tradespersons may become permanent residents on the basis of their ability to become economically established in Canada in a skilled trade occupation (defined below) and their intention to reside in a province other than the Province of Québec.

R87.2(3) Foreign nationals are members of the skilled trades class if they meet all of the following 4 requirements (pass/fail test):

- (a) meet the **minimum language proficiency threshold** set by the Minister in either English or French for each of the 4 language skill areas (threshold currently set at Canadian Language Benchmark (CLB) 5 in speaking and listening and CLB 4 in reading and writing)
- (b) during the 5 years before they apply, have at least 2 years of full-time (30 hours/week¹) paid **work experience** (or part-time equivalent) in the skilled trade occupation specified in their PR visa application *after* becoming qualified/certified to independently practise that trade in the country/region in which the work was performed – experience can have been with different employers and need not have been continuous
- (c) meet the NOC **employment requirements** for the skilled trade occupation specified in their PR visa application, except for the requirement to obtain a provincial/territorial certificate of qualification; and

¹ Per R73

(d) have either:

(i) they hold a certificate of qualification issued by a competent provincial or federal authority in the skilled trade occupation specified in the application for a permanent resident visa,

(ii) they are in Canada and hold a work permit that is valid on the date on which their application for a permanent resident visa is made and, on the date on which the visa is issued, hold a valid work permit or are authorized to work in Canada under section 186 and

(A) the work permit was issued based on a positive determination made by an officer under subsection 203(1) with respect to their employment with their current employer in a skilled trade occupation and the assessment by the Department of Employment and Social Development on the basis of which the determination was made is not suspended or revoked,

(B) they are working for an employer specified on the work permit,

(C) they have an offer of employment that is for continuous full-time work having a total duration of at least one year after the date on which a permanent resident visa is issued and that is in the skilled trade occupation that is specified in the application and is in the same minor group set out in the National Occupational Classification as the occupation specified on their work permit, and

(D) the offer is made by up to two employers who are specified on the work permit, none of whom is an embassy, high commission or consulate in Canada or an employer who is referred to in any of subparagraphs 200(3)(h)(i) to (iii),

(iii) they are in Canada and hold a work permit that was issued under the circumstances described in paragraph 204(a) or (c) or in section 205 and that is valid on the date on which their application for a permanent resident visa is made and, on the date on which the visa is issued, hold a valid work permit or are authorized to work in Canada under section 186 and

(A) they are working for an employer specified on the work permit,

(B) they have an offer of employment that is for continuous full-time work having a total duration of at least one year after the date on which a permanent resident visa is issued and that is in the skilled trade occupation that is specified in the application and is in the same minor group set out in the National Occupational Classification as the occupation specified on their work permit,

(C) the offer is made by up to two employers who are specified on the work permit, none of whom is an embassy, high commission or consulate in Canada or an employer who is referred to in any of subparagraphs 200(3)(h)(i) to (iii), and

(D) they have accumulated at least one year of full-time work experience, or the equivalent in part-time work, over a continuous period of work for the employers who made the offer,

(iv) they do not hold a valid work permit, are not authorized to work in Canada under section 186 on the date on which their application for a permanent resident visa is made and

(A) they have an offer of employment that is for continuous full-time work having a total duration of at least one year after the date on which a permanent resident visa is issued and that is in the skilled trade occupation specified in the application,

(B) the offer is made by up to two employers, none of whom is an embassy, high commission or consulate in Canada or an employer who is referred to in any of subparagraphs 200(3)(h)(i) to (iii), and

(C) an officer has approved the offer of employment based on a valid assessment — provided to the officer by the Department of Employment and Social Development, on the same basis as an assessment provided for the issuance of a work permit, at the request of up to two employers or an officer — that the requirements set out in subsection 203(1) with respect to the offer have been met, and

(v) on the date on which their application for a permanent resident visa is made and on the date on which it is issued, they either hold a valid work permit or are authorized to work in Canada under section 186 and

(A) the circumstances referred to in clause (ii)(B) or (C) do not apply,

(B) the circumstances referred to in subparagraph (iii) do not apply, and

(C) the circumstances referred to in clauses (iv)(A), (B) and (C) apply.

R87.2(4) *An officer can, with concurrence of a unit manager, **substitute their evaluation** for the four requirements in ss. (3) if these are not sufficient indicators of the skilled tradesperson's ability to become economically established in Canada. (Can be either positive or negative substitution of evaluation)*

R87.2(5) *Skilled tradespersons must demonstrate **settlement funds** of half of the minimum necessary income (LICO) for them and their family members (both accompanying and not accompanying). Skilled tradespersons who are currently working in Canada and have a qualifying job offer (i.e. those referred to in R87.2(3)(d)(ii), (iii) and (v)), are exempt from this requirement.*

FSTC Requirements Quick Reference

Requirements under the FST class:

✓ *Meet skilled trade experience – NOC B*

- Major Group 72
- Major Group 73

- Major Group 82
- Major Group 92

- Minor Group 632
- Minor Group 633

✓ *2 years of F/T (or equivalent) paid work experience in the last 5 years*

- ✓ *Meet one of the following:*
 - *Valid job offer, F/T, 1+ years*
 - *Certificate of qualification in a skilled trade*
 - *Valid work permit + currently working in a skilled trade*
 - *Offer of employment for continuous F/T work in a skilled trade*
 - *They hold a valid WP or are authorized to work in Canada (R186) AND they meet the noted subsections of the Regulations*

- ✓ CLB/NCLC 5 in speaking and listening; CLB/NCLC 4 in reading and writing

- ✘ Educational requirements

MODULE 2 – DOCUMENT 16 – CANADIAN EXPERIENCE CLASS

What is it?

The Canadian Experience Class (CEC) is a permanent resident category for individuals with skilled work experience in Canada. It was developed for temporary foreign workers and foreign graduates with qualifying Canadian work experience.

Regulations Reference

R87.1 (1) *For the purposes of subsection 12(2) of the Act, the Canadian experience class is prescribed as a class of persons who may become permanent residents on the basis of their ability to become economically established in Canada, their experience in Canada, and their intention to reside in a province other than the Province of Quebec.*

R87.1(2) *A foreign national is a member of the Canadian experience class if*

(a) *they have acquired in Canada, **within the three years** before the date on which their application for permanent residence is made, **at least one year of full-time work experience, or the equivalent in part-time work experience**, in one or more occupations that are listed in Skill Type 0 Management Occupations or Skill Level A or B of the National Occupational Classification matrix, exclusive of restricted occupations; and*

(b) *during that period of employment they **performed the actions described in the lead statement for the occupation** as set out in the occupational descriptions of the National Occupational Classification;*

(c) *during that period of employment they **performed a substantial number of the main duties of the occupation** as set out in the occupational descriptions of the National Occupational Classification, including all of the essential duties;*

(d) *they have **had their proficiency in the English or French language evaluated by an organization** or institution that is designated under subsection 74(3) using a language test that is approved under that subsection, the **results of which must indicate that the foreign national has met the applicable threshold** that is fixed by the Minister under subsection 74(1) for each of the four language skill areas; and*

(e) *in the case **where they have acquired the work experience referred to in paragraph (a) in more than one occupation, they meet the threshold for proficiency in the English or French language**, fixed by the Minister under subsection 74(1), for the occupation in which they have acquired the greater amount of work experience in the three years referred to in paragraph (a).*

R87.1(3) For the purposes of subsection (2),

(a) any period of employment during which the foreign national was engaged in full-time study shall not be included in calculating a period of work experience;

(b) any period of self-employment or unauthorized work shall not be included in calculating a period of work experience; and

(c) the foreign national must have had temporary resident status during their period of work experience.

Class Requirements

In short, the class requirements are:

- Temporary resident status
- Official language proficiency
- Qualifying skilled work experience in Canada

It is to be noted that Canadian work experience must be authorized, remunerated by wages or commission, cannot be self-employment and cannot be completed during a period of full time study. Work experience acquired under maintained status can be counted, provided that the applicant continued to work under the same conditions as their original work permit.

REQUIREMENTS	CONSIDERATIONS
<p>TEMPORARY RESIDENT STATUS</p> <p>Applicant must have TR status during the period of work</p>	<ul style="list-style-type: none"> • Refugee claimants and unauthorized workers are not eligible • Applicants authorized to work in Canada under R186 are eligible • Applicants who obtained their qualifying work experience while in Canada on a TRP are eligible
<p>OFFICIAL LANGUAGE PROFICIENCY</p> <p>Applicant must demonstrate that they meet the minimum language proficiency requirements for the occupational skill type/level in which they have obtained most of their qualifying work experience</p>	<ul style="list-style-type: none"> • Equivalency charts • Verification of test results • Designated language testing agency • Test results need to be dated and must not be more than 2 years old from the date of application • Integrity concerns with respect to language test results

<p>QUALIFYING WORK EXPERIENCE</p> <p>Applicants must have at least 12 months of full-time, Canadian skilled work experience (or the equivalent in part-time work experience) in one or more NOC 0, A or B occupations within the 36 months before the date of application receipt [R87.1(2)(a)].</p> <p>In addition, during that period of employment, the applicant must have:</p> <ul style="list-style-type: none"> • performed the actions described in the lead statement for the occupation(s) as set out in the occupational description of the NOC [R87.1(2)(b)]; and • performed a substantial number of the main duties, including all the essential duties, of the occupation(s) as set out in the occupational description of the NOC [R87.1(2)(c)]. 	<ul style="list-style-type: none"> • Work experience need not be continuous under the CEC • Any periods of self-employment or unauthorized work will not be included in calculating the period of work experience [R87.1(3)(b)] • An allowance for a reasonable period of vacation time will generally be made in calculating the period of qualifying work experience • Any period of employment when the applicant was engaged in full-time study will not be included in calculating the period of qualifying work experience [R87.1(3)(a)]. Employment during regular study breaks does not qualify. • Work experience while under implied status can qualify provided the applicant has complied with the conditions of their initial work permit. • In all cases, the onus is on the applicant to establish that they meet the CEC program criteria at the time of their application. All applicants are required to provide satisfactory evidence of their work experience in Canada, including the fact that they were in an employer-employee relationship during their period of qualifying work experience
<p>INTENTION TO RESIDE OUTSIDE OF QUÉBEC</p>	<p>The Canadian experience class is prescribed as a class of persons who may become permanent residents on the basis of their ability to become economically established in Canada, their experience in Canada, and their intention to reside in a province other than the Province of Québec. [R87.1(1)]</p>
<p>SELF-EMPLOYMENT</p> <p>As noted above, period of self-employment are not eligible. Therefore, to determine whether an applicant was an employee or a self-employed individual consider the following factors:</p> <ul style="list-style-type: none"> • the degree of the worker's control or autonomy in terms of how and when work is performed, and the method(s) used to do the work; • whether the worker owns and/or provides tools and equipment to accomplish the work; • the degree to which the worker has to perform the work personally and whether the worker has the option of subcontracting work or hiring others to help and assist with completing the work; • the degree of financial risk assumed by the worker, including whether the worker is required to make any investment in order to complete the work or provide the service and whether the 	

worker is free to make business decisions that affect his/her ability to realize a profit or incur a loss (as opposed to the opportunity to earn commissions or other productivity bonuses); and

- any other relevant factors, such as written contracts.

The majority of your CEC workload is verifying the information provided by the applicant and then making an admissibility decision as you would in any PR application.

MODULE 2 – DOCUMENT 17 – PROVINCIAL NOMINEE PROGRAM

What is it?

The Provincial Nominee Program (PNP) is designed to enable provinces and territories to support the immigration of people who have expressed an interest in settling in their province or territory (with the exception of Québec and Nunavut) and will be able to contribute to the economic development and prosperity of that province or territory and Canada

Within this program, Provinces and territories have the authority and responsibility to establish their own criteria for nomination, while IRCC is responsible for:

- Assessing the applicant's eligibility for the Provincial Nominee class;
- Assessing that the applicant meets the program requirements of at least one of the federal economic immigration programs;
- Assessing factors related to **A11.2**;
- Assessing the applicant's admissibility;
- Making a final decision on the application for permanent residence.

Regulations References

R87(2) *A foreign national is a member of the provincial nominee class if*

(a) subject to subsection (5), they are named in a nomination certificate issued by the government of a province under a provincial nomination agreement between that province and the Minister; and

(b) they intend to reside in the province that has nominated them.

A 2-stream program

There are 2 streams for the PNP program. It is important to note that both streams are subject to the same eligibility requirements and admissibility requirements under IRPA and IRPR.

The 2 streams are:

- **Base nominations** - are paper-based applications. Provincial and territorial "base" nominations are made through Provincial Nominee Program (PNP) streams that exist outside Express Entry and are subject to regular PNP processing standards. They are also referred to as non-Express Entry streams.

- Enhanced nominations** - are made through the Express Entry system online. Since enhanced nominations are processed through the Express Entry system, applicants must also meet the minimum express entry criteria and requirements of A11.2.

Program's Considerations

The following chart summarizes the program's requirements and considerations.

REQUIREMENTS	CONSIDERATIONS
PROVINCIAL/TERRITORIAL NOMINATION	<p>A nomination is evidence that the province or territory has conducted an assessment of the candidate and found that, in the view of the provincial officials, the candidate has met the requirements of the province or territory.</p>
ABILITY TO BE ECONOMICALLY ESTABLISHED <i>Applicant must demonstrate that they meet the minimum language proficiency requirements for the occupational skill type/level in which they have obtained most of their qualifying work experience</i>	<p>To determine the applicant's ability to economically establish the officer may consider these factors, but are not limited to:</p> <ul style="list-style-type: none"> • current job or job offer • language ability • work experience • education and training. <p>The weight given to these factors may vary on a case-by-case basis.</p> <p>An indicator of the ability to become economically established is the applicant's intention and ability to enter the labour market in order to fully support themselves.</p> <p>Critical in determining the applicant's ability to economically establish is the officer's comparison of the requirements of the occupation (indicated by the <u>NOC</u> in the submitted nomination) with all of the information provided by the applicant.</p> <p>The officer must examine all information provided to determine that there is consistency throughout the elements of the application before making a final determination</p>

<p>INTENT TO RESIDE IN NOMINATING PROVINCE/TERRITORY</p> <p><i>Applicants must establish that they still intend to reside in the province or territory that has nominated them.</i></p>	
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Program Exclusion

R87(5) excludes persons from membership in the PN class who:

- have been nominated under a passive investment proposal; or
- intend to or have participated in an immigration-linked investment scheme; and
- do not fall under one of the exceptions listed in subsection IRPR subsection 87(6).

MODULE 2 – DOCUMENT 18 – EXPRESS ENTRY APPLICATIONS - ELIGIBILITY REQUIREMENTS

	CEC R87.1	FSW R75 (2) & R76 (1)	FST R87.2
WORK	<ul style="list-style-type: none"> 1 year work experience within the last 3 years from rec'd date (with a valid WP). Does NOT need to be continuous NOC 0, A or B <p>*NOT considered qualified work experience:</p> <ul style="list-style-type: none"> Self-employment Not a full time student 	<ul style="list-style-type: none"> 1 year work experience within the last 10 years from rec'd date (can be on WP/SP in CDN) NOC 0, A, or B Continuous work in primary NOC Selection Criteria R76 (1) *67 pts* <p>* Qualified work experience:</p> <ul style="list-style-type: none"> R73 (2) Self-employment accepted 	<ul style="list-style-type: none"> 2 years within the last 5 years from rec'd date Does not need to be continuous Specific Trade NOC 0, A, or B <p>*Certificate from province or offer of full-time employment for 1 year * Self-employment accepted</p>
EDUCATION	Not required *CIO checks if valid*	Canadian or Foreign ECA required (U.S. is considered foreign) *CIO checks if valid*	Not required *CIO checks if valid*
LANGUAGE	CIO checks if valid	CIO checks if valid	CIO checks if valid
FUNDS	Funds NOT Required	Funds required if no arranged employment *Refer to LICO Table *If outside Canada	Funds required if no arranged employment or not currently working

PNP R87(2)

- Met the requirements for one of the programs listed above
- Named on the nomination certificate issued by the province
- Intend to reside in the province that has nominated them

NOTES

- A11.2 – Met the EE minimum entry criteria (MEC) which includes the requirements of the program to which they were invited to apply AND applicant possess the qualifications for which they received the CRS score.
- 1 year full time hours 1560 / 30 hrs / per week
- 2 year part time hours 1560 / 15 hrs / per week

Module 2 – Document 19 – Federal Skilled Worker Requirements

Exercise: In pairs

Instructions: In groups of 3, using the PDIs and Document 10 Federal Skilled Worker, research the following questions about the Federal Skilled Worker Class.

Time: 20 minutes

Federal Skilled Worker Class (FSWC)

The Express Entry system or the Centralized Intake Office (CIO) will determine if the applicant meets the minimum requirements to submit an application as a skilled worker.

- 1. List and provide the minimum requirements of the 3 areas of which the applicant must meet in order to submit their permanent resident application.**

Minimum work experience requirement

Minimum language proficiency requirement

Minimum education requirement

2. To determine whether a skilled worker, as a member of the federal skilled worker class, has the ability to become economically established in Canada, applicants are assessed against the selection criteria in R76(1). What are the 6 selection factors and what is the maximum of points than can be awarded for each factor?

MODULE 2 – DOCUMENT 20 – MINIMAL WORK EXPERIENCE REQUIREMENTS

Exercise: In groups of 3

Instructions: For each scenario, answer the following question? Do the following applicants meet the minimal requirements for work experience for skilled workers as set out in Subsection 75(2) of the Regulations? Why or why not?

Note: All the information that you need is in the question. Do not make assumptions.

Time: 15 minutes

1. Mandy Cruz has been working in Canada for 13 months as a personal care aid and now wishes to permanently establish in Canada. Her Schedule 3 indicates the following experience in the identified primary occupation:

From	To	Occupation	NOC	Main Duties
March 2016	March 2020	Elementary School Teacher	NOC V2021: 41221/ V2016: 4032 (A)	<ul style="list-style-type: none"> • Assist students requiring special attention or care • Supervise children during recess and lunch time • Mark tests and homework • Prepare material and classroom • Participate in staff meetings

Answer:

-
2. Om Kapoor submitted his application on February 1st 2016. He is a retired actor who wishes to migrate to Canada to join his children. You look at the documentation on file and note that he has the following work experience:
- For more than 30 years, he was a famous Bollywood actor (NOC V2021: 53121 / V2016: 5135 (A)) who performed in several large Indian productions. He retired from this job at the end of May 2006 due to high blood pressure. He submits DVDs of the movies he performed in as evidence.
 - In order to remain active, he then taught theatre and acting (NOC V2021: 53121 / V2016: 5135 (A)) in elementary schools in poor regions of India between 2007 and 2013. He did so on a volunteer and casual basis. He provides detailed reference letters as evidence of this experience.
 - In February 2014, he performed the role of an elderly man in a movie produced by a famous Bollywood producer (NOC V2021: 53121 / V2016: 5135 (A)). The shooting lasted 8 months. He submits a letter from the producer as well as a DVD of the movie trailer.

Answer:

3. Willem De Vries is a young university professor who completed a PhD in Microbiology in December 2017. He provides sufficient evidence that he was employed as a full-time term lecturer at the University of Amsterdam (NOC V2021: 41200 / V2016: 4011 (A)) during two semesters in 2018 (from January to April 2018, and from May to August 2018). During the last 20 months of his doctoral studies, he worked part time (15 hours a week) at the microbiology laboratory of his university as a researcher (NOC V2021: 21110 / V2016: 2121 (A)).

Answer:

MODULE 2 – DOCUMENT 21 – FEDERAL SKILLED WORKER ACTIVITY

Exercise: Individual

Instructions: Using **Document 14 – Federal Skilled Worker**, for each scenario input the credentials for each factor to determine the total points for each applicant.

Time: 20 minutes

SCENARIO 1

Tam Nguyen submitted his application to immigrate to Canada as a skilled worker on Nov. 21, 2020. He was born in Vietnam on June 12, 1984. He has identified his primary occupation as a computer programmer (NOC V2021: 21230 / V2016: 2174 (A)) and has been employed full-time in that profession since September 2013. Along with his degree certificate, Tam has submitted an Educational Credential Assessment (ECA) report from International Credential Assessment Service of Canada (ICAS), one of the educational assessment organizations designated by IRCC's minister. The assessment reports that Tam's post-secondary training is equivalent to a Canadian three-year Bachelors Degree in Computer Science.

Tam identified French as his first official language. His TEF French-language test results show that he reached Canadian Language Benchmark (CLB) 7 in speaking and listening and CLB 8 in reading and writing. He has not submitted any English language test results.

Tam has an elder sister who lives in Montreal. She became a permanent resident of Canada two years ago. Tam's bank statements show that he has over \$15,000 in savings.

	Points
FACTORS	
Age	
Education	
English	
French	
Experience	
Arranged Employment	
Adaptability	
<ul style="list-style-type: none"> • Spouse's or common-law partner's language proficiency • Work in Canada • Studies in Canada • Arranged Employment • Relatives in Canada 	
TOTAL	

SCENARIO 2

The application for permanent residence of Louis Armstrong was received on 1 March 2021. An update to his application was received, and based on submissions you find:

- Louis was born on 30 November 1973.
- Credentials showed that after high school, he completed a three-year Bachelor's degree in Music, specializing in interpretation at the University of British Columbia.
- There is an English test result (IELTS) on file confirming that Louis has high proficiency in the four abilities for English (CLB 10). He also claims to have moderate proficiency in French. A letter from Louis' aunt Alice confirms his proficiency in French.
- Louis has been working full-time since 1999 as a music professor (NOC V2021: 41210 / V2016: 4021 (A)) at a college.
- A letter received from a private school in Moncton, N.B., offering Louis a job as a music teacher when he arrives in Canada.
- Louis has been living with Ella, his common-law partner, for the last 10 years. She studied full-time at the University of Ottawa from September 1993 to December 1997. (She had a valid study permit.) Ella obtained a Master's Degree in French literature at the completion of her studies. There is also a French test result (TEF) on file confirming her high proficiency. Ella is included on Louis' application as an accompanying family member.

	Points
FACTORS	
Age	
Education	
English	
French	
Experience	
Arranged Employment	
Adaptability	
<ul style="list-style-type: none"> • Spouse's or common-law partner's language proficiency 	
<ul style="list-style-type: none"> • Work in Canada 	
<ul style="list-style-type: none"> • Studies in Canada 	
<ul style="list-style-type: none"> • Arranged Employment 	
<ul style="list-style-type: none"> • Relatives in Canada 	
TOTAL	

MODULE 2 – DOCUMENT 22 – CANADIAN EXPERIENCE CLASS ACTIVITY

Exercise: In plenary

Context: Canadian work experience must be authorized, remunerated by wages or commission, cannot be self-employment and cannot be completed during a period of full time study. Work experience acquired under maintained status can be counted, provided that the applicant continued to work under the same conditions as their original work permit

Instructions: Determine if the applicant meets the CEC requirements.

- 1) Laura submits an application with a lock-in (APR) date of December 17, 2020. She is a marketing executive with Samsung, in a NOC level A occupation. She received her invitation to apply (ITA) on November 22, 2020. Upon review of her employment history, you see one received line showing work in (NOC V2021: 11202 / V2016: 1123 (A)), as a full-time marketing executive from January 2019 to August 2020. The language scores meet the CLB level 7 in all categories and have a test date of December 2, 2018.

Based on this information, does Laura meet the CEC language requirements?

- 2) Auston is claiming work experience as a Research Assistant, (NOC V2021: 41201 / V2016: 4012 (A)), with the University of Toronto, from September 2019 to October 2020. The employment letter on file is signed by a well-known professor (Google search confirms she

authored many publications and she is seen on the University website) and confirms that Auston worked as a Research Assistant during the stated period. There are no concerns related to job duties for this NOC or language requirement. Upon review of Auston's GCMS history you see that he was in status from September 2018 to April 2020 under both a study permit and co-op work permit. He was granted a post-graduate work-permit on March 20, 2020.

Based on this information, does Auston meet CEC work requirements?

- 3) Alexander is claiming 2 consecutive years of work experience as a Retail sales supervisor, (NOC V2021: 62010 / V2016: 6211 (B)), at Wal-Mart. Upon review of his GCMS history you see that he was in status throughout the employment period on a post-graduate work permit. You review the job letter and note that the letter is on Wal-Mart letterhead and have no concerns regarding its authenticity.

The following list of duties are listed on the job description:

- Greets customers
- Establishes and identifies price of goods
- Receives and processes payments by cash, cheque, credit card or debit
- Wraps or places merchandise in bags
- Stocks shelves and cleans check-out counter
- Trains co-workers as required
- Calculates total payments received at the end of his work shift and reconciles with total sales

Based on this information, does he meet CEC requirements?

- 4) Glenda is living in downtown Ottawa and working Gatineau. There is no letter on file to address whether she intends to remain in Ottawa or move to Québec. She states Ottawa as her destination upon landing.

Do you have any Québec residency concerns?

- 5) Brian is claiming work experience under NOC V2016: NOC 4313 (B) - Non-commissioned ranks of the Canadian Armed Forces. He has one employment line received, where he is claiming experience as a non-commissioned officer with the UK military working for the Canadian Forces on a training assignment to Gagetown, New Brunswick, from January 2019 to June 2020. A review of the employment letter confirms the experience as claimed.

Based on this information, does Brian meet CEC work requirements?

- 6) Erik is claiming employment as a consultant for a high-profile firm in Ottawa. He was authorized to work during his claimed employment and has a job letter that confirms the employment as claimed. There are no language concerns or Québec residency concerns. You notice that he has provided the job contract in the employment records and in the job offer the language clearly defines Erik as a sole-proprietor, paid as an independent contractor. He was issued a T4A and all income is listed in the box for self-

employment/commission income. There is a Notice of Assessment on file that shows he earned \$95,654 in 2020 of which he paid \$26,217 in taxes in 2020.

Based on this information, does he meet CEC requirements?

Page 326
is not relevant
est non pertinente

Page 327
is not relevant
est non pertinente

MODULE 2 – DOCUMENT 24 – OTHER ECONOMIC CLASSES

Exercise: Breakout Rooms – 4 Groups

What Imagine you are a foreign national and you are in a coffee shop with friends. Each of you want to move to Canada but the most fascinating thing is that each of you will be applying under different programs. Everyone is now interested to hear each other's method of moving to Canada in hopes to ensure that everyone has chosen to the most suitable path.

Resources <http://cicintranet.ci.gc.ca/connexion/tools-outils/perm/econ/index-eng.aspx>

Time: 25 minutes

How: Similar to peer tutoring - you will teach each other the following economic classes.

Group 1 - Québec Economic Classes

Group 2 - Start-Up Business Class

Group 3 - Self-Employed Persons Class

Group 4 - Atlantic Immigration Program

1. Each group will highlight the selection criteria and considerations used to assess their assigned economic class.
2. Then, using Word, PowerPoint, Whiteboard or anything else, create a presentation full of information to share with the class. Make it interesting! (3-5 minutes in length)
3. After 25 minutes, participants will return to the virtual classroom to teach others about your group's assigned economic class.

MODULE 2 – DOCUMENT 25 – MODULE REVIEW

Here is your opportunity to put into practice what you have learned about Express Entry applications!

Exercise: In groups of 3

Time: 55 minutes

A. Instructions:

- Read the following case scenarios.
 - Assign an appropriate NOC code with its skill level for each applicant.
 - Complete the selection grid by awarding points for each factor.
 - Presume that they are all eligible for processing and that they all meet the minimum requirements.
 - Determine if the applicant meets the eligibility criteria for the Federal Skilled Worker Class.
1. Winona Spun, citizen of Australia, submits her SW application today. She is a 20-year-old cook who obtained a diploma in cooking after completing a one-year course at the Marvel Academy in Perth after she graduated from high school. She has been working for Algoma restaurant as a cook for the past 14 months on a full-time basis. She has provided satisfying evidence (IELTS) that she speaks, understands, reads and writes English fluently (CLB 9), and she has no language abilities in French. Her brother has been studying in Canada for the past 2 years under a study permit.

NOC Version 2021	
NOC Version 2016	
Age	
Education	
English	
French	
Experience	
Arranged Employment	
Adaptability	
Total	

2. Norma Sum is currently 27 years old and submits a SW application today. She states that she has been working for Microsoft as an IT manager for the past two years. She indicates on her application that she completed her master's degree at the University of Greater Miami. She has a job offer in Canada and a positive arranged employment opinion was issued by ESDC. She has provided satisfying evidence that she is fluent in English and has basic French, earning maximum points for language.

NOC Version 2021	
NOC Version 2016	
Age	
Education	
English	
French	
Experience	
Arranged Employment	
Adaptability	
Total	

3. Cutter Flick submitted his application on June 3, 2020, the day of his 26th birthday. He graduated with a 3-year Bachelor of Fine Arts in April 2018 and he immediately started working as an art teacher in a college, which he does up to now on a full-time basis. He has an uncle living in British Columbia who is a Canadian citizen. He took the IELTS on 20 December 2019 (scores: listening 7.5, reading 6.5, writing 6, speaking 5.5) and the TEF (scores: speaking 375, listening 292, reading 245, writing 390). French is his first official language. His accompanying wife completed a one year secretarial diploma after she had finished grade twelve.

NOC Version 2021	
NOC Version 2016	
Age	
Education	
English	
French	
Experience	
Arranged Employment	
Adaptability	
Total	

4. On March 1st, 2020, Hope Chance applied with an arranged offer of employment approved by ESDC to work as a carpenter in his cousin's construction business. His cousin is a Canadian citizen. Hope has been working as a carpenter for the past 3 years on a part-time basis (15 hours a week). He has also been delivering pizza on a part-time basis (20 hours a week) for the past 4 years. After completing high school, he was accepted into the local college where he completed a one-year diploma in carpentry. His IELTS scores were moderate across the board (CLB 7), and he did not submit TEF scores. He celebrated his 20th birthday yesterday. You assess the application today.

NOC Version 2021	
NOC Version 2016	
Age	
Education	
English	
French	
Experience	
Arranged Employment	
Adaptability	
Total	

5. Grace Alvaro is 41 years old. She has been working full time at Kung Po restaurant in the Philippines as a restaurant manager since she graduated from her bachelor's degree 10 years ago. Along with her husband and 2 children, they are looking forward to immigrating to Canada so that they can be closer to her brother who is a Canadian Citizen. Her brother currently lives in Europe. She received a certificate of selection from the province of Alberta. She submitted an IELTS test with results equivalent to level CLB 8.

NOC Version 2021	
NOC Version 2016	
Age	
Education	
English	
French	
Experience	
Arranged Employment	
Adaptability	
Total	

B. Instructions:

- Read the following scenarios.
 - Determine if the applicant meets the eligibility criteria for the Economic Class.
1. Ricky Lui submits an application with a lock-in (APR) date of June 5, 2021. He is claiming work experience as a plumber, NOC Version 2021: NOC 72300, from May 2020 to present. Employment letter confirms the experience and you have no concerns related to the job duties or language requirement. Upon review of his GCMS history you notice that he was granted a post-graduate work permit (PGWP) on August 28, 2020 valid to August 28, 2023. He applied for this PGWP on March 31, 2020 and had previously been in status under a study permit and off-campus work permit that were valid from September 2018 to April 2020.

Based on this information, does Rickey Liu meet CEC work requirements?

2. Earl Vontrapp and his family came to Canada 5 years ago when he obtained a work permit as Manager for the botanical gardens of Vancouver. After working full time there for 2 years, he decided to apply for permanent residence since he was able to obtain a certificate of selection from the province of British Columbia. His wife who teaches French as a second language submitted a TOEFL test with CLB level 8. Her husband also submitted his English results. He obtained the same CLB level 8.

Based on this information, does Earl Vontrapp meet a PNP class? If so, which economic class?

3. Gunjan Kaur completed her master degree in computer technology at the University of Toronto 3 years ago. She has been unable to obtain work in her field of studies but has been working full time since she graduated as a pizza cook for Pizza Pizza in Toronto under (NOC V2021: NOC 63200 / V2016: 6322 (B)). She obtained a provincial nominee certificate from the province of Ontario and was informed she could apply through Express Entry. She submitted IELTS results that show a level CLB 4 in English writing.

Based on this information, does Mrs. Kaur meet a PNP class? If so, which economic class?

4. Sandra Robins claimed 50 points for arranged employment on her Express Entry profile and she has a total of 452 CRS points. The minimum entry score for her round of invitation was 440. Her application was received on 4 September 2021. She provided a letter of offer from her employer confirming she will be employed until 30 November 2021.

Based on this information, does Sandra meet the minimum entry score for her round of invitation?

5. Matthew Royer submitted his application for CEC on 5 September 2021. On his background declaration he stated he was a full time student from September 2015 to September 2020. His application for a post graduate work permit was received on 29 September 2020. Matthew submitted his Doctor of Philosophy dated November 2020. He provided a letter of employment which confirms his work period as a Postdoctoral fellow (NOC V2021: 41201 / V2016: 4012 (A)) at University of British Columbia from October 2020 to August 2021.

Based on this information, does he meet CEC requirements?

6. Jan is 35 years old when she receives her ITA. She has met the MEC and has 67 points on the FSWC points grid. Between her ITA and e-APR, Jan turns 36. She now has 66 points on the FSWC points grid, no longer meets the program requirements of FSWC and, consequently, no longer meets the MEC. Due to her change in age, Jan's CRS score drops by 5 points, putting her below the lowest-ranked candidate in her round of invitations.

Based on this information, does Jan meet the minimum entry criteria (MEC) for her FSWC round of invitation? If the answer is no, does the officer have any other options?

MODULE 3 – DOCUMENT 9 – ASSESSING THE RELATIONSHIP

FACTORS TO CONSIDER:

Common to marriage, common-law relationships and conjugal partner relationships

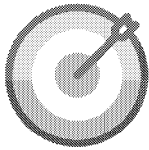
- Do the spouses, common-law or conjugal partners have a good knowledge of each other's personal circumstances, background and family situation?
 - The immigration status of the applicant and the timing of the marriage, common-law relationship or conjugal partner relationship.
 - Is there evidence that both parties have planned their immigration or immigration of the foreign born spouse/common-law partners or conjugal partner jointly and over a period of time?
 - Is there a history of multiple marriages, divorces, common-law relationships or conjugal partner relationships?
 - Have previous relationships clearly ended and does the period of separation seem reasonable in the circumstances?
 - Do the applicants speak a common language?
-

MODULE 4 – DOCUMENT 1 – MODULE OBJECTIVE AND OUTLINE

About this Module

We will now focus, in the next few documents, on the admissibility requirements for permanent residence.

Module Objective



At the end of this module, you will be able to make a decision as to whether an applicant meets the admissibility requirements and determine whether an A25 exemption is justified in an application for permanent residence.

Outline

To this end, the following topics will be discussed:

- Admissibility requirements
- A25(1) H&C considerations
- Public policy
- Factors of consideration
 - Inadmissible foreign national (criminality and medical issues)
 - Family relationships;
 - Best interest of the child (BIOC)

Why?

This module will provide you with a general outline of admissibility requirements and will provide you with a foundation of A25 and when an exemption may be justified while processing applications for Permanent residence.

How?

You will be building on your learning from the *e-Intro to Immigration (CC8200)*, *Fast and Fair Decision Making (CC5502)* and *Introduction to Humanitarian and Compassionate Considerations (CC8301)* courses. Some activities in this module are exercises where you will search and access online information and answer questions. Others are reading activities.

Ready? Let's get started!

MODULE 4 – DOCUMENT 2 – LEGISLATIVE REFERENCES

PROVISION	ACT	REGULATIONS
Visa or other document not to be issued	A11.2	
Status and authorization to enter – Permanent resident	A21(1)	
Status and authorization to enter – Protected person	A21(2)	
Humanitarian and compassionate considerations	A25	
Humanitarian and compassionate considerations – Minister's own initiative	A25.1	
Inadmissibility – Security	A34	
Inadmissibility – Human rights violations	A35	
Inadmissibility – Serious criminality	A36(1)	
Inadmissibility – Criminality	A36(2)	
Inadmissibility – Organized criminality	A37	
Inadmissibility – Health grounds	A38	
Inadmissibility – Financial reasons	A39	
Inadmissibility – Misrepresentation	A40	
Inadmissibility – Non-compliance with the Act	A41	
Inadmissibility – Inadmissible family member	A42	
Report on inadmissibility	A44	
Loss of status – Permanent resident	A46	
Convention refugee	A96	
Person in need of protection	A97	
Exemptions from medical examination requirement		R30(1)a)(iv)
Becoming a permanent resident – Obtaining status		R72(1)
Spouse or common-law partner in-Canada class - Member		R124

MODULE 4 – DOCUMENT 3 – REQUIREMENTS TO BECOME A PERMANENT RESIDENT

The processing of a file involves 2 decisions: eligibility and admissibility. In the vast majority of cases, both decisions are taken by a single officer (one-touch processing). It is only when there are pending issues that another officer will assess the admissibility.

Inadmissibilities

When considering the applicant's admissibility for permanent resident status, the officer must ensure that the applicant does not fall under any of the following sections:

SECTION	BASIC ELEMENT
A34	Security
A35	International & human rights violation
A36(1)	Serious criminality
A36(2)	Criminality
A37	Organized criminality
A38	Health grounds
A39	Financial reasons
A40	Misrepresentation
A41	Non-compliance with the Act
A42	Inadmissible family member

Applying for permanent residence in Canada

Generally speaking, foreign nationals who seek to become permanent residents in Canada, must apply for permanent residence outside Canada and present their visa upon entry, there is, nevertheless, an exception to this provision, when foreign nationals apply to be members of a prescribed in-Canada class. Members of the in-Canada class must meet the same admissibility requirements, but they may also have to meet additional requirements. Section **R72(1)** lists the general requirements any foreign national seeking to become a permanent resident in Canada.

R72(1) *A foreign national in Canada becomes a permanent resident if, following an examination, it is established that*

- (a) they have applied to remain in Canada as a permanent resident as a member of a class referred to in subsection (2);*
- (b) they are in Canada to establish permanent residence;*
- (c) they are a member of that class;*
- (d) they meet the selection criteria and other requirements applicable to that class;*
- (e) except in the case of a foreign national who has submitted a document accepted under subsection 178(2) or of a member of the protected temporary residents class,*
 - (i) they and their family members, whether accompanying or not, are not inadmissible,*
 - (ii) they hold a document described in any of paragraphs 50(1)(a) to (h), and*
 - (iii) they hold a medical certificate — based on the most recent medical examination to which they were required to submit under paragraph 16(2)(b) of the Act and which took place within the previous 12 months — that indicates that their health condition is not likely to be a danger to public health or public safety and, unless subsection 38(2) of the Act applies, is not reasonably expected to cause excessive demand; and*
- (f) in the case of a member of the protected temporary residents class, they are not inadmissible.*

Admissibility Requirements

To be considered admissible for permanent resident status, the applicant must be assessed on three criteria: medical, criminality and security.

Immigration Medical Exam (IME)

This part of the admissibility assessment relates to section **A38** of IRPA. Since IRCC officers are not health professionals, the Migration Health Branch (MHB) oversees everything related to the health of permanent resident applicants, from examination to issuance of the medical certificate. It is also MHB's responsibility to provide clear information to officers to allow them to make a determination on the admissibility of applicants to Canada.

The medical examination includes any or all of the following:

- Physical examination;
- Mental examination;
- Review of past medical history;
- Laboratory tests;
- Diagnostic tests;
- Medical assessment of records respecting the applicant.

Applicants who are members of these groups are exempted from inadmissibility grounds of excessive demand:

- Successful refugee applicant;
- Protected persons;
- Spouse, common-law partner or same-sex partner;
- Dependant of any of the above

Once the applicant has completed all the required tests, MHB will update their IME results. If the IME has been associated with the applicant's Unique Client Identifier (UCI) in GCMS, its results will be displayed under the Admissibilities tab and Medical sub-tab. When reviewing medical results, officers should pay particular attention to the "M Profile", "S Profile" and "Valid Until" fields. The "M Profile" indicates the client's medical profile and the "S Profile" indicates the client's monitoring codes. The medical profiles are used to indicate if the client has any medical condition. Depending on the client's health, they may also be required to report periodically to monitor their condition. This is called medical surveillance.

It is to be noted that the IME must be valid at the time of assessment of the application up to the time of granting permanent residence. In some cases, if results are not valid anymore or the validity date is close, the officer may request a reassessment of the IME.

Security

Security screening is required for the principal applicant and all accompanying dependants over the age of 18.

Although the “security” component is specifically targeted by A34, the security check includes the verification of information to make a decision on security (A34), international and human rights violations (A35) and organized criminality (A37).

Criminality

There are two components to criminality: serious criminality **A36(1)** and criminality **A36(2)**. It is important to know the distinctions between these two sections of the IRPA.

A criminality assessment is required for the principal applicant and their spouse/common-law partner and any dependants over the age of 18. This includes RCMP audits, sharing of biometric information at the Five Country Conference (FCC) with US, UK, Australian and New Zealand authorities. In addition, the persons concerned must obtain a police certificate.

When the results of these checks are available, they will be displayed in GCMS under the applicant's UCI under the Admissibilities tab and Criminality sub-tab. In addition, under the Admissibilities tab and Information Sharing sub-tab, all results related to FCC applications can be found. Most of the time, these results will be "NRT (No reportable trace)".

It is important to note that protected persons can only be inadmissible if they are covered by **A34, A35, A36(1), A37** or **A38(1)**. In other words, we are talking about serious criminals or people who endanger the health or safety of the public.

Some applicants are exempt from submitting their biometric information. The complete list can be found in sections **R12.2(1), R12.6, R12.7** and **R12.8**. This list includes, but is not limited to:

- Applicants younger than 14 years or older than 79 years at the date the application is received;
- Foreign countries and UN diplomats, on official travel to Canada
- Foreign nationals from countries exempted from Canadian visa as visitors
- Head of State and Head of Government

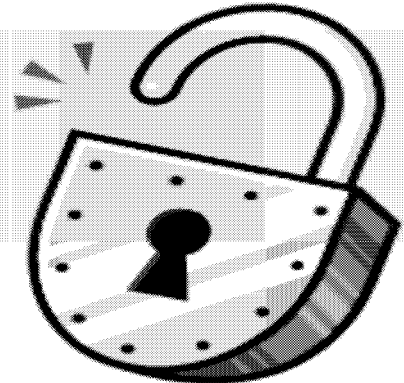
PERMANENT RESIDENTS

PARTICIPANT'S GUIDE

Clients & Parties						
Eligibility		Ref Determination		Admissibilities	Interventions	Other Reqs
Security		HIRV	Criminality	Organized Crime	Medical	Info Sharing
Admissibility - Criminality						
<div style="display: flex; justify-content: space-between;"> Menu + New Query </div>						
UCI #	Family Name	Given Name	Type	Status	Validity Date	Status Update
Criminality						
Sub Activities						
<div style="display: flex; justify-content: space-between;"> Menu + New Query </div>						
UCI #	Family Name	Given Name	Type	Country	Status	
			Biometrics - FBI		Received - NRT	
			Biometrics - RCMP		Received - NRT	

Finally, the general rule is that the applicant must have valid status in Canada and be in possession of an approved travel document or alternative if they wish to obtain permanent resident status in Canada.

Validity for Admissibility Requirements



MEDICAL

12 months *

*From the date of PA's exam (not the date approved by the Designated Medical Practitioner). If results are expired, an extension may be granted by NHQ's Health Branch

CRIMINAL

10 years

All applicants and dependent children 18 years of age and older must provide police clearance certificates for every country where they have lived for more than six months within the 10 years preceding their application for PR.

SECURITY

5 years

If client not landed within validity period, officer must send Client History Update form to client. Officer will then email the updated info to the Case Processing Center in Canada (if they were the office that initiated the clearance request).



Permanent Residents CC7920



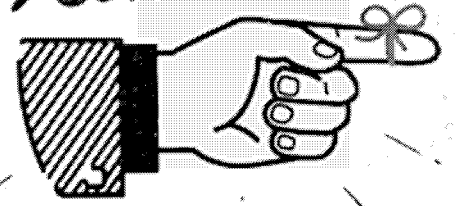
Immigration, Refugees
and Citizenship Canada

Immigration, Réfugiés
et Citoyenneté Canada

1

Microphone Etiquette

Reminder



Please turn off your microphone when you are no longer speaking.

This will:

- ✓ Reduce background noise/static
- ✓ Improve audio quality for all participants
- ✓ Allow you to turn on your microphone when you would like to speak (if you are muted by the host, your microphone will be disabled)



Your Trainers

1

Sheldon Fernandes - Etobicoke

Sheldon.Fernandes@cic.gc.ca

Katherine Wagner – Windsor

Katherine.Wagner@cic.gc.ca

3

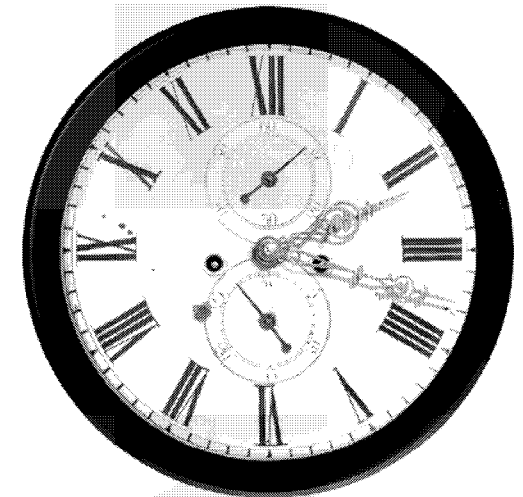
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Tell Us About Yourself

1

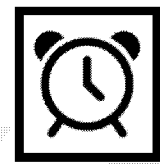
- **Name, Office, Position and Main Business Line**
- **How long have you worked for IRCC?**
- **There are now 25 hours in a day! How would you spend the 25th hour?**



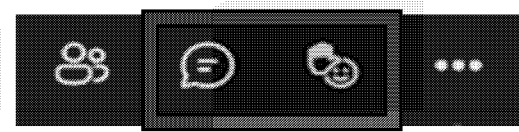
1

Housekeeping

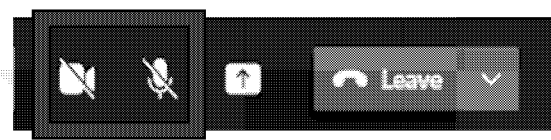
- Log in 5 minutes before the start of the session.



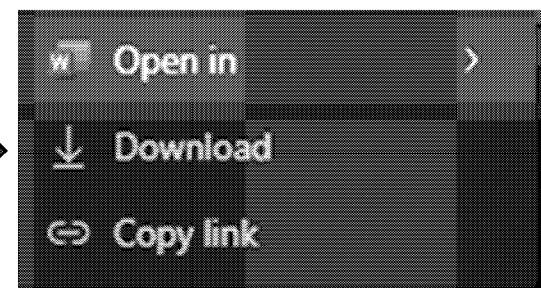
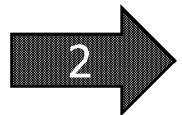
- Be prepared to participate



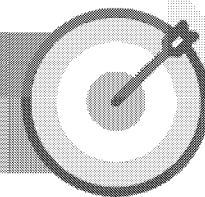
- Turn off your “Webcam”
- Mute your “Mic”



- To “Download” handouts in “Chat”



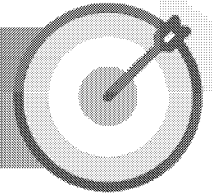
Module 1 - Objective



- **Introduce participants the Permanent Resident (PR) course curriculum goals and course content.**



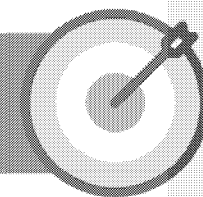
Curriculum Goal



By the end of this course, participants will be able to make decisions on:

- *Express Entry Economic Class permanent resident applications;*
- *In-Canada Class permanent resident applications*
- *Make a decision as to whether an applicant meets the admissibility requirements.*





Curriculum Content

Module 1 – Introduction

Introduction to course
Legislation
Fundamentals of IRPA

Module 2 - Economic Classes

Express Entry
National Occupational Classification
Federal Skilled Worker Class
Foreign Skilled Trades Class
Canadian Experience Class
Provincial Nominee Class
Other Classes

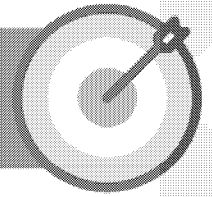
Module 3 - In-Canada Classes

Decision-Making Process
Reasons for Referral from CPC - By Category
Spouse and Common-Law Partner In-Canada Class
Sponsorships: MOC

Module 4 – Admissibility

Requirements to become a PR
Security Triggers
Dependant Children
H&C Considerations
A25 Exemption Requests
Delegated Authority
Family Relationships
Best Interest of the Child

Module 5 - Conclusion



Course Schedule - Week

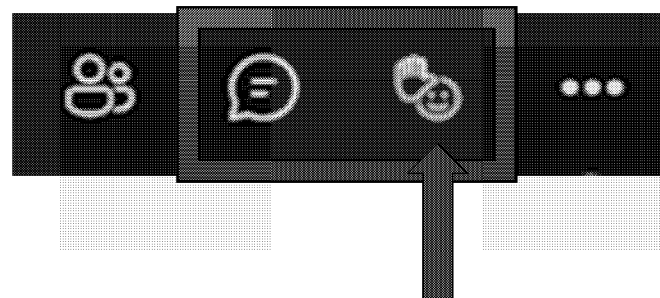
	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
AM	MODULE 1: Introduction MODULE 2: Economic Classes	MODULE 2 CONTINUED	MODULE 3: In-Canada Classes	MODULE 3 CONTINUED MODULE 4: Admissibility	MODULE 4 CONTINUED
LUNCH BREAK					
PM	MODULE 2 CONTINUED	MODULE 2 CONTINUED	MODULE 3 CONTINUED	MODULE 4 CONTINUED	MODULE 4 CONTINUED MODULE 5: Conclusion
END OF DAY					

Do you have any questions?

1



Please raise your hand if you have any questions 🙋 !

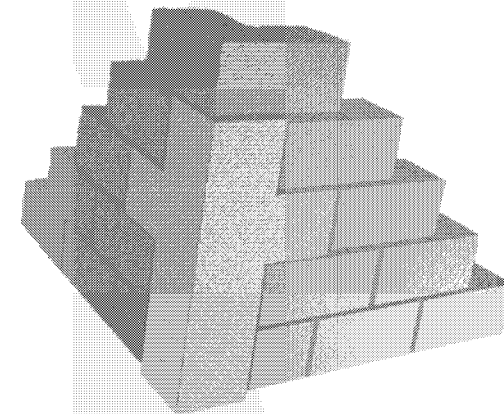


Module 1 – General Introduction

1

It is a cornerstone of IRPA that foreign nationals who wish to live permanently in Canada must do both of the following before coming to Canada:

- ✓ submit their application outside Canada
- ✓ qualify for and obtain a permanent resident visa



Module 1 – A11(1)

1

A11(1)

A11(1) A foreign national must, **before entering** Canada, **apply** to an officer for a visa or for any **other document required by the regulations**. The visa or document may be issued if, following an **examination, the officer is satisfied** that the foreign national **is not inadmissible** and **meets the requirements** of this Act.

Legislation and Basic Principles

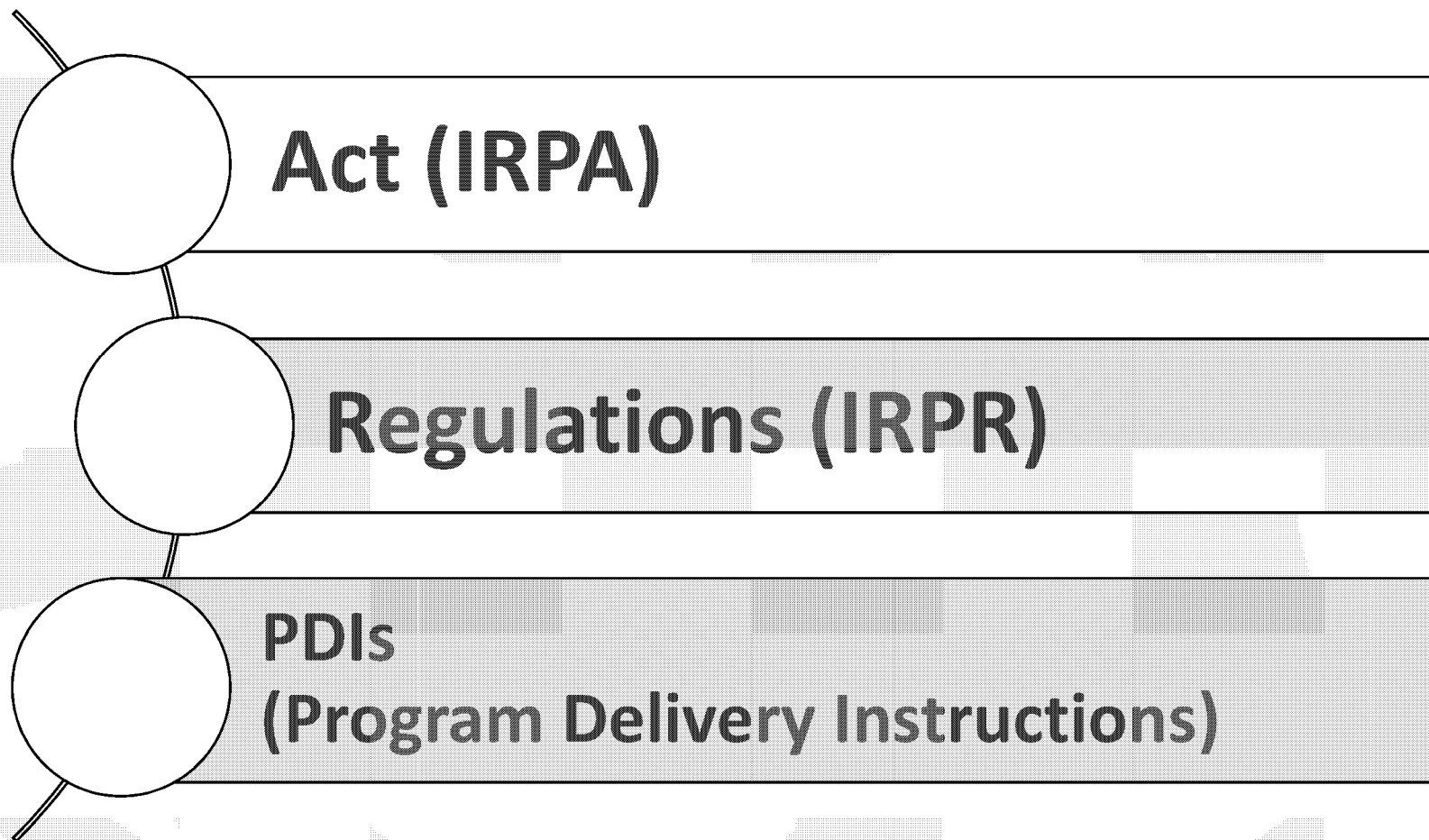
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What are the **reference documents** a decision maker uses when assessing applications?

Reference Documents

What is the difference between ...



Where can you find the most recent versions of IRPA, IRPR, and PDIs?

Connexion – Location of IRPA, IRPR and PDIs – Step 1



Connexion Search

- Program delivery** ▾
- Human resources ▾
- Communications ▾
- Information management and technologies ▾
- Administration ▾
- Finance ▾
- Travel, hospitality and conferences ▾
- Security and emergencies ▾
- Diversity, equity and inclusion ▾
- About IRCC ▾

Today@IRCC

[Important updates to the Training Application Form](#)

[IRCC is refining its Departmental Anti-Racism Strategy and we want your input!](#)

[Watch colleagues represent our department at Expo 2020 Dubai in a panel discussion about finding durable solutions for refugees.](#)

[More announcements](#)



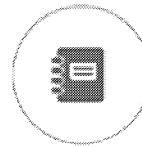
[Working during COVID-19](#)



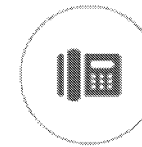
[GCMS](#)



[System Guides](#)



[Operational instructions](#)



[Contacts](#)



[Forms](#)





Connexion – Step 2 - Manuals

Connexion Search

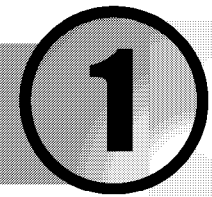
Program delivery | Human resources ▾ | Communications ▾ | Information management and technologies ▾ | Administration ▾ | Finance ▾

- Temporary residence
- Permanent residence
- Citizenship
- Refugee protection
- Settlement and integration
- Risk assessment toolbox (RAT)
- Enforcement
- Standard requirements
- Service delivery
- Passport Program
- Manuals**
- Forms

Program delivery – More

-  [Working during COVID-19](#)
-  [GCMS](#)
-  [System Guides](#)
-  [Operational instructions](#)
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-  [Forms](#)

Connexion – Step 3 – Immigration Legislation (IL)



Connexion

- Program delivery ▾
- Human resources ▾
- Communications ▾
- Information management and technologies ▾
- Admin ▾
- Travel, hospitality and conferences ▾
- Security and emergencies ▾
- Diversity, equity and inclusion ▾
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[Medical requirements](#)

[INT Messages](#)

[Manuals](#)

[Operational bulletins \(OBs\)](#)

[Program integrity](#)

[Police certificates](#)

[Special event processing](#)

[System user guides](#)

[Templates](#)

[Webcart](#)

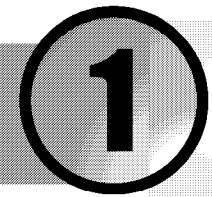
Manuals

You can use this page to find the departmental manuals you need to do your work.

- Many manual chapters have been modernized and are in the new [Program Delivery](#) In
- You can access modernized content using the Program Delivery drop down menu above general topics such as fees, medical and language requirements.

Operational manuals

- [Biometric Procedures](#)
- [Coding Manual \(COD\)](#)
- [Citizenship](#)
- [Enforcement \(ENF\)](#)
- [Temporary Foreign Worker Guidelines](#)
- [Immigration Legislation \(IL\)](#)**
- [Information Sharing \(IM\)](#)
- [Inland Processing \(IP\)](#)
- [Reference \(IR\)](#)
- [Overseas Processing \(OP\)](#)
- [Protected Persons](#)
- [Grants and Contributions Manual](#)
- The Grants and Contributions Manual chapters can also be accessed from the Home Grants and Contributions System (GCS) (**Ctrl+H for quick access**) by typing keyword Chapter 1).
- [Identity Management \(IM\)](#)



Connexion – Step 4 – You're Here!

Connexion

- Program delivery ▾
- Human resources ▾
- Communications ▾
- Information management and technology ▾
- Travel, hospitality and conferences ▾
- Security and emergencies ▾
- Diversity, equity and inclusion ▾

Home → [Operational Manuals](#)

- Forms
- Medical requirements
- INT Messages
- Manuals**
- Operational bulletins (OBs)
- Program integrity
- Police certificates
- Special event processing
- System user guides
- Templates
- Webcart

Immigration Legislation (IL)

IL 1	<i>Immigration and Refugee Protection Act</i>	
IL 2	<i>Immigration and Refugee Protection Regulations</i>	
IL 3	<i>Designation of Officers and Delegation of Authority</i>	
IL 4	Reserved for future use	
IL 5	Immigration Rules	
IL 6	Reserved for future use	
IL 7	Reserved for future use	
IL 8	Reserved for future use	
IL 9	<i>Official Languages Act</i>	
IL 10	Reserved for future use	

Connexion – PDIs – Step 1 – Program Delivery

Connexion Search

- Program delivery** ▾
- Human resources ▾
- Communications ▾
- Information management and technologies ▾
- Administration ▾
- Finance ▾
- Travel, hospitality and conferences ▾
- Security and emergencies ▾
- Diversity, equity and inclusion ▾
- About IRCC ▾

Today@IRCC

[Important updates to the Training Application Form](#)

[IRCC is refining its Departmental Anti-Racism Strategy and we want your input!](#)

[Watch colleagues represent our department at Expo 2020 Dubai in a panel discussion about finding durable solutions for refugees.](#)

[More announcements](#)



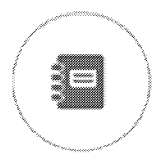
[Working during COVID-19](#)



[GCMS](#)



[System Guides](#)



[Operational instructions](#)



[Contacts](#)



[Forms](#)

Connexion – PDIs – Step 2 – Permanent Residence



Connexion Search

- Program delivery
 - Human resources ▾
 - Communications ▾
 - Information management and technologies ▾
 - Administration ▾
 - Finance ▾
- Temporary residence
 - Permanent residence**
 - Citizenship
 - Refugee protection
 - Settlement and integration
 - Risk assessment toolbox (RAT)
 - Enforcement
 - Standard requirements
 - Service delivery
 - Passport Program
 - Manuals
 - Forms
 - Program delivery – More



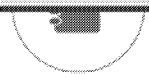
[Working during COVID-19](#)



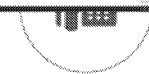
[GCMS](#)



[System Guides](#)



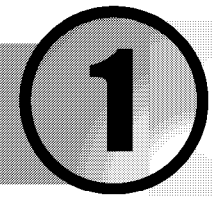
[Operational instructions](#)



[Contacts](#)



[Forms](#)

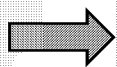


Connexion – PDIs – Step 3 – Economic Classes

Connexion Search

- Program delivery ▾
- Human resources ▾
- Communications ▾
- Information management and technologies ▾
- Administration ▾
- Finance ▾
- Travel, hospitality and conferences ▾
- Security and emergencies ▾
- Diversity, equity and inclusion ▾
- About IRCC ▾

[Home](#)



- Program Delivery Instructions**
- [Table of Contents](#)
- Economic classes**
- [Non-economic classes](#)
- [PR card and status](#)
- [Legal references](#)
- [Forms](#)
- [Glossary](#)
- [Contacts](#)

Permanent resident program

Special measures are currently in effect due to the disruption of services associated with impacts of the novel coronavirus (COVID-19). See further instructions:

- [COVID-19 – Program delivery instructions](#)

Immigration, Refugees and Citizenship Canada facilitates the entry of permanent residents in a way that maximizes their economic, social, and cultural contribution to Canada while at the same time protecting the health, safety, and security of Canadians.

Economic classes

[Instructions for processing applications submitted under economic classes, for which applicants are selected on the basis of their ability to become economically established in Canada](#)

- Federal skilled workers
- Quebec skilled workers
- Provincial nominees
- Entrepreneurs and self-employed persons
- Canadian experience class
- Federal skilled trades class

Updates

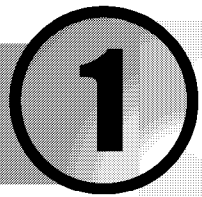
[March 22, 2022 – Ukraine special measures](#)

[March 17, 2022 – Facilitative measures to support those affected by the crisis in Afghanistan](#)

[March 11, 2022 – Humanitarian and compassionate \(H&C\) considerations for applicants in the spouse or common-law partner in Canada class](#)

[See all](#)

PDIs – Step 4 – Economic Classes – You're Here!



Connexion Search

Program delivery ▾ Human resources ▾ Communications ▾ Information management and technologies ▾ Administration ▾ Finance ▾

Travel, hospitality and conferences ▾ Security and emergencies ▾ Diversity, equity and inclusion ▾ About IRCC ▾

Home → Permanent residence

Program Delivery Instructions

- Table of Contents
- Economic classes**
- Non-economic classes
- PR card and status
- Legal references
- Forms
- Glossary
- Contacts

Permanent resident program: Economic classes

Special measures are currently in effect due to the disruption of services associated with impacts of the novel coronavirus (COVID-19). See further instructions:

- [COVID-19 – Program delivery instructions](#)

This section provides instructions for processing applications submitted under economic classes, for which applicants are selected on the basis of their ability to become economically established in Canada.

All economic classes are subject to the definition of a dependent child.

Classes

- [Federal skilled workers \(FSW\)](#)
- [Canadian experience class \(CEC\)](#)
- [Federal skilled trades \(FST\)](#)
- [Start-up business class](#)
- [Investors \(OP 9\)](#)
- [Entrepreneurs and self-employed persons \(OP 8, IP 7\)](#)
- [Self-employed persons class](#)
- [Quebec Economic Classes](#)
- [Provincial nominees](#)
- [Atlantic Immigration Pilot Programs](#)
- [Caregiver classes](#)
- [Rural and Northern Immigration Pilot Program](#)

Updates

[March 22, 2022 – Ukraine special measures](#)

[March 17, 2022 – Facilitative measures to support those affected by the crisis in Afghanistan](#)

[March 11, 2022 – Humanitarian and compassionate \(H&C\) considerations for applicants in the spouse or common-law partner in Canada class](#)

[See all](#)

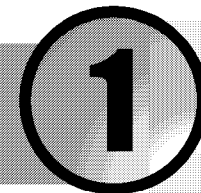


IRPA Objectives – Immigration – A3(1)(a)-(c) **1**

Objectives — immigration

3 (1) The objectives of this Act with respect to immigration are

- (a) to permit Canada to pursue the maximum social, cultural and economic benefits of immigration;
- (b) to enrich and strengthen the social and cultural fabric of Canadian society, while respecting the federal, bilingual and multicultural character of Canada;
- (b.1) to support and assist the development of minority official languages communities in Canada;
- (c) to support the development of a strong and prosperous Canadian economy, in which the benefits of immigration are shared across all regions of Canada;



IRPA Objectives – Immigration – A3(1)(d)-(f.1)

Objectives — immigration

3 (1) The objectives of this Act with respect to immigration are

(d) to see that families are reunited in Canada;

(e) to promote the successful integration of permanent residents into Canada, while recognizing that integration involves mutual obligations for new immigrants and Canadian society;

(f) to support, by means of consistent standards and prompt processing, the attainment of immigration goals established by the Government of Canada in consultation with the provinces;

(f.1) to maintain, through the establishment of fair and efficient procedures, the integrity of the Canadian immigration system;

IRPA Objectives – Immigration – A3(1)(g)-(j)

1

Objectives – immigration

3 (1) The objectives of this Act with respect to immigration are

(g) to facilitate the entry of visitors, students and temporary workers for purposes such as trade, commerce, tourism, international understanding and cultural, educational and scientific activities;

(h) to protect public health and safety and to maintain the security of Canadian society;

(i) to promote international justice and security by fostering respect for human rights and by denying access to Canadian territory to persons who are criminals or security risks; and

(j) to work in cooperation with the provinces to secure better recognition of the foreign credentials of permanent residents and their more rapid integration into society.

IRPA – A11(1) – The Officer

1

Application before entering Canada

11 (1) A foreign national must, before entering Canada, apply to an officer for a visa or for any other document required by the regulations. The visa or document may be issued if, following an examination, ***the officer*** is satisfied that the foreign national is not inadmissible and meets the requirements of this Act.

A6 – Designation & Delegation of Officers

1

Designation of officers

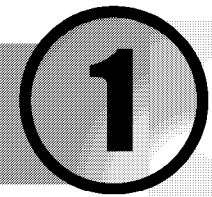
A6 (1) The Minister may designate any persons or class of persons as officers to carry out any purpose of any provision of this Act, and shall specify the powers and duties of the officers so designated.

Delegation of powers

A6 (2) Anything that may be done by the Minister under this Act may be done by a person that the Minister authorizes in writing, without proof of the authenticity of the authorization.



Some powers are designated, other are delegated...



Operational Manuals – IL3

Connexion

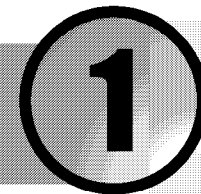
- Program delivery ▾
- Human resources ▾
- Communications ▾
- Information management and technology ▾
- Travel, hospitality and conferences ▾
- Security and emergencies ▾
- Diversity, equity and inclusion ▾

Home → [Operational Manuals](#)

- Forms
- Medical requirements
- INT Messages
- Manuals**
- Operational bulletins (OBs)
- Program integrity
- Police certificates
- Special event processing
- System user guides
- Templates
- Webcart

Immigration Legislation (IL)

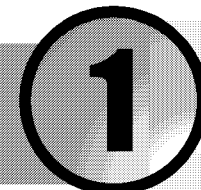
IL 1	<i>Immigration and Refugee Protection Act</i>
IL 2	<i>Immigration and Refugee Protection Regulations</i>
IL 3	<i>Designation of Officers and Delegation of Authority</i>
IL 4	Reserved for future use
IL 5	Immigration Rules
IL 6	Reserved for future use
IL 7	Reserved for future use
IL 8	Reserved for future use
IL 9	<i>Official Languages Act</i>
IL 10	Reserved for future use



IL3 - Designation

IL 3 – Designation of Officers and Delegation of Authority

A **designation** is made when the word “**officer**” is found in the Act or the Regulations. Since “**officer**” is not defined under the Act or the Regulations, the Instrument of Designation and Delegation (IDD) specifies to which officer(s) the Act or the Regulations refers in the context of one or more specific provisions of the legislation.



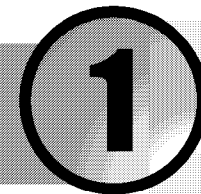
Example of Designation of Authority - TRP

Example of Designation of Authority:

Temporary resident permit

A24 (1) A foreign national who, in the opinion of an **officer**, is inadmissible or does not meet the requirements of this Act becomes a temporary resident if an **officer** is of the opinion that it is justified in the circumstances and issues a temporary resident permit, which may be cancelled at any time.

IL 3 will indicate if you have the designated authority to issue a TRP.



Example TRP – IL3 – item 104

Example of Designation of Authority:

IL3 - item 104:

A24(1)

Designation – Form an opinion whether it is justified in the circumstances to issue a temporary resident permit to a foreign national who does not meet the requirements of the Act, or who is inadmissible on grounds of serious criminality or health grounds; issue a temporary resident permit or refuse to issue one.

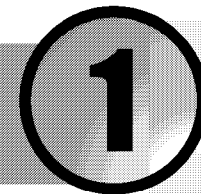


Example of Designation of Authority – Who?

Example of Designation of Authority:

IL3 - item 104

Case Management Branch:	Immigration Program Guidance Branch:	Domestic Network:	Centralized Network: Operations Manager	International Network:
Director Assistant Director Senior Decision Maker	Director General Director Assistant Director	Manager	CI Case Processing Officer Program Specialist Project Manager Manager, Program support Manager, Permanent Resident Card Document Centre	Migration Program Manager



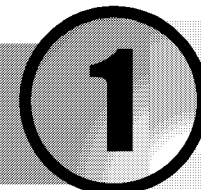
Delegation of authority

IL 3 – Designation of Officers and Delegation of Authority

A **ministerial delegation**, in the context IRPA and the Regulations, is the written authorization by the **Minister** by virtue of which the delegated persons are authorized to do anything that may be done by the Minister under the Act or the Regulations.

For the most part, every time the word “**Minister**” is found in the Act or the Regulations, there will be, associated to those references, authorities capable of being delegated.

However, there are some powers, such as those specified under section 6(3) of the Act, which the Minister cannot delegate.



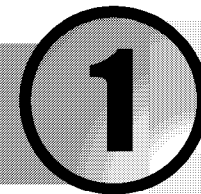
Example of Delegation of Authority – H&C

Example of Delegation of Authority:

Humanitarian and compassionate considerations — Minister's own initiative

A25.1 (1) The **Minister** may, on the Minister's own initiative, examine the circumstances concerning a foreign national who is inadmissible — other than under section 34, 35 or 37 — or who does not meet the requirements of this Act and may grant the foreign national permanent resident status or an exemption from any applicable criteria or obligations of this Act if the **Minister** is of the opinion that it is justified by humanitarian and compassionate considerations relating to the foreign national, taking into account the best interests of a child directly affected.

IL 3 will indicate if you have the **delegated authority** to grant or refuse H&C.



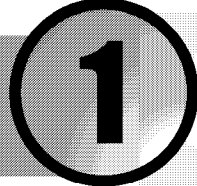
Example H&C – IL3 – item 68

Example of Delegation of Authority:

IL3 – item 68

A25(1), A25.1(1)

Delegation – Where a foreign national does not meet the requirements of this Act or is inadmissible on grounds of criminality, financial reasons, misrepresentation, non-compliance with the Act or by reason of an inadmissible family member, on request or on Minister's own initiative, grant permanent resident status or an exemption from any applicable criteria or obligations of the Act if it is justified by humanitarian or compassionate considerations relating to the foreign national, taking into account the best interest of a child directly affected and impose any prescribed conditions.



Example of Delegation of Authority – Who?

Example of Delegation of Authority:

IL3 – item 68

Case Management Branch:

Director

Assistant Director

Senior Decision Maker

Domestic Network:

CI Case Processing Officer

Senior Immigration Officer

Centralized Network:

CI Case Processing Officer

Information Sharing Officer

Team Leader

International Network:

Unit Manager

A15 & A16 – Fundamental IRPA Sections

1

Examination by officer

15 (1) An officer is authorized to proceed with an examination **if a person makes an application to the officer** in accordance with this Act or if an application is made under subsection 11(1.01).

Obligation — answer truthfully

16 (1) A person who makes an application must **answer truthfully** all questions put to them for the purpose of the examination and must **produce** a visa and all relevant evidence and documents that the officer **reasonably** requires.

Obligation — appear for examination

(1.1) A person who makes an **application must, on request of an officer, appear for an examination.**

Obligation — relevant evidence

(2) In the case of a foreign national,

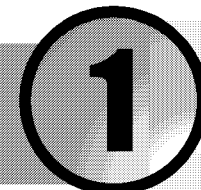
(a) the relevant evidence referred to in subsection (1) **includes photographic and fingerprint evidence;** and

(b) subject to the regulations, **the foreign national must submit to a medical examination.**

A11 (1) – Not Inadmissible

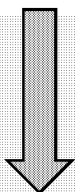
1

A11(1) *A foreign national must, before entering Canada, apply to an officer for a visa or for any other document required by the regulations. The visa or document may be issued if, following an examination, the officer is satisfied that the foreign national is not inadmissible and meets the requirements of this Act.*



A11 - Inadmissible

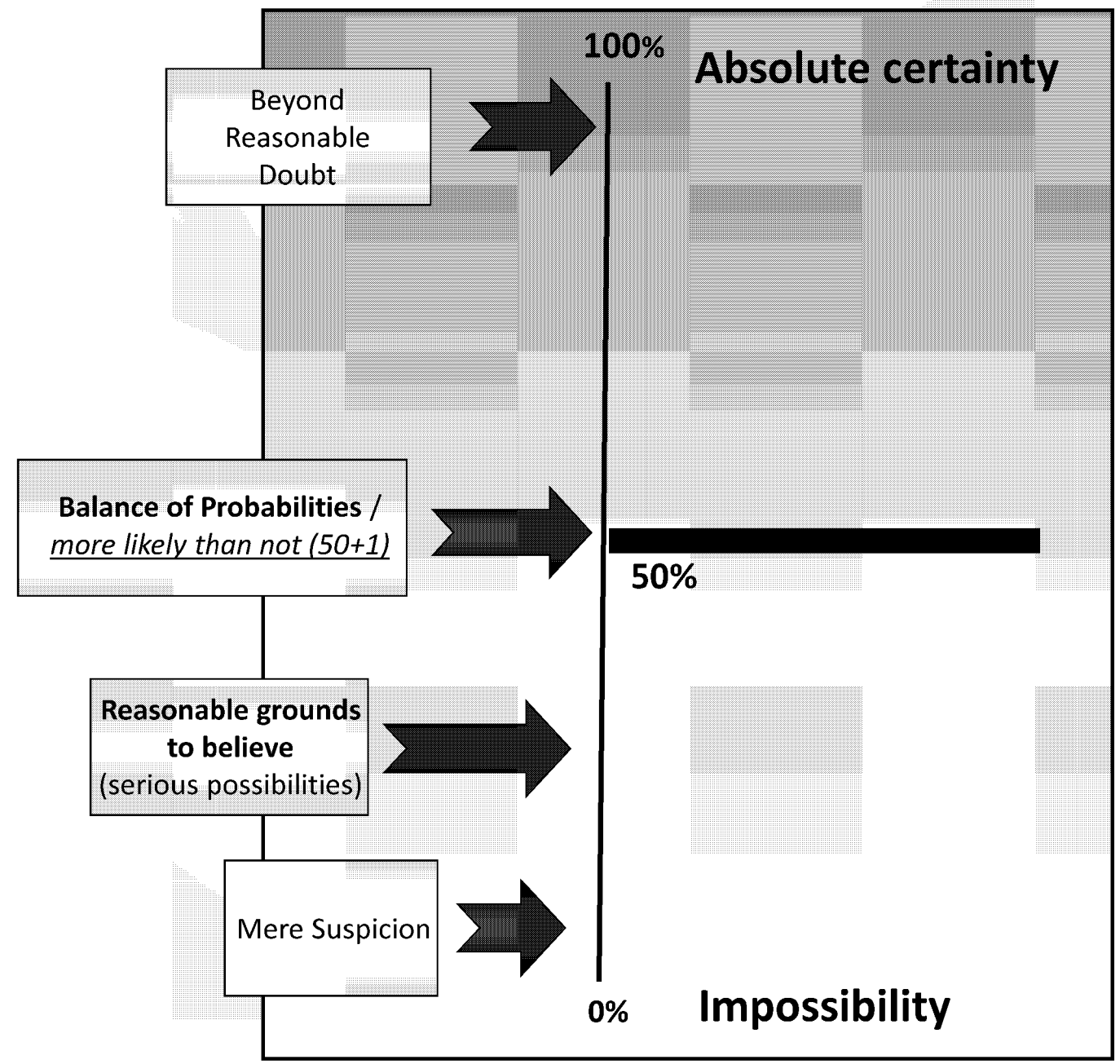
A11: The officer is satisfied (*on balance*) that the foreign national is not inadmissible and meets the requirements of this Act.



- A33** *Rules of interpretation*
- A34** Security
- A35** Human or international rights violations
- A36** Criminality
- A37** Organized criminality
- A38** Health grounds
- A39** Financial reasons
- A40** Misrepresentation
- A41** Non-compliance with Act
- A42** Inadmissible family member

A11 - Inadmissible

The Standard of Proof Continuum



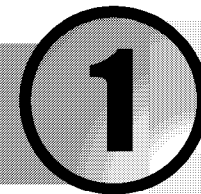
1

Module 1 – Balance of probabilities

A11:

The officer is satisfied (*on a balance of probabilities*), that the foreign national is **not inadmissible** {...}

(not a criminal (A36), a terrorist (A34), etc.)



Module 1 – Rules of interpretation

A33 - Rules of interpretation

The facts that constitute inadmissibility under sections 34 to 37 include facts arising from omissions and, unless otherwise provided, include facts for which there are reasonable grounds to believe that they have occurred, are occurring, or may occur.

1

Module 1 – A33 & Standard of Proof

A33 - Rules of interpretation

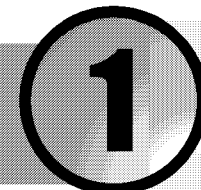
- A34 Security
- A35 Human or international rights violations
- A36 Criminality
- A37 Organized criminality

Reasonable grounds to believe



- A38 Health grounds
- A39 Financial reasons
- A40 Misrepresentation
- A41 Non-compliance with Act
- A42 Inadmissible family member

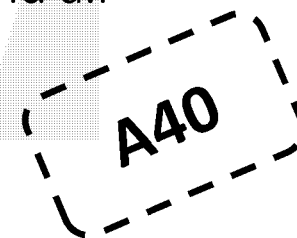
Balance of probabilities



A16 – Answer truthfully

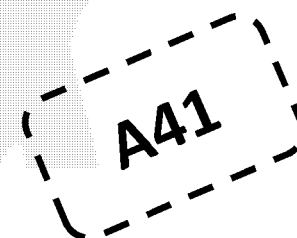
Obligation — answer truthfully

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Obligation — appear for examination

(1.1) A person who makes an **application must, on request of an officer, appear for an examination.**



Obligation — relevant evidence

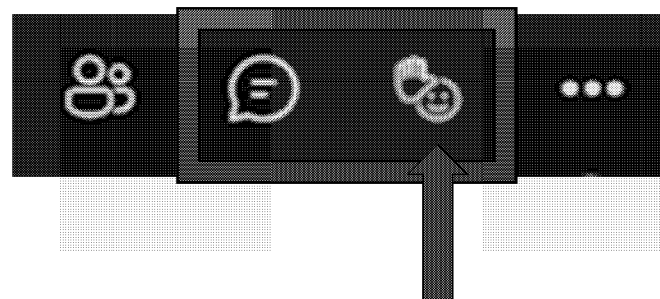
- (2)** In the case of a foreign national,
- (a)** the relevant evidence referred to in subsection (1) **includes photographic and fingerprint evidence;** and
 - (b)** subject to the regulations, **the foreign national must submit to a medical examination.**

Do you have any questions?

1



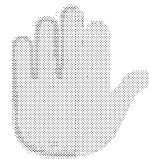
Please raise your hand if you have any questions 🙋 !



Virtual Class – Welcome Back!

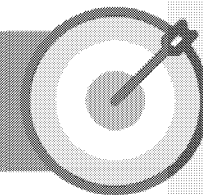


Please raise your hand



when you are ready to begin.

Module 2 - Objective & Module Outline



Module Objective

For the economic classes being processed within Canada, participants will be able to determine if the applicant meets the eligibility requirements for permanent residence.

Outline

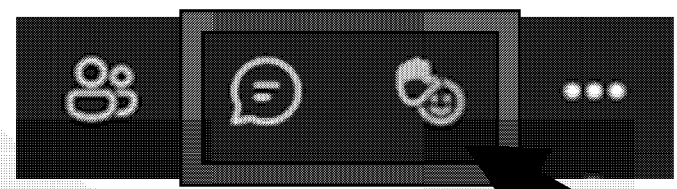
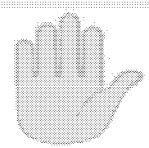
You will explore and complete exercises on the following topics:

- *Express Entry*
- *Express Entry Permanent Resident Applications – CEC, FSW, FSTC, PNC*
- *Other Economic Classes*
- *Module Review*

Do you have any questions?

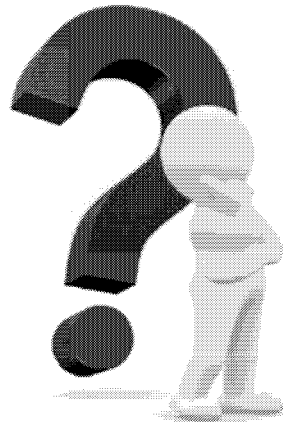


Please raise your hand if you have any questions !



Express Entry – A Review - Question

2



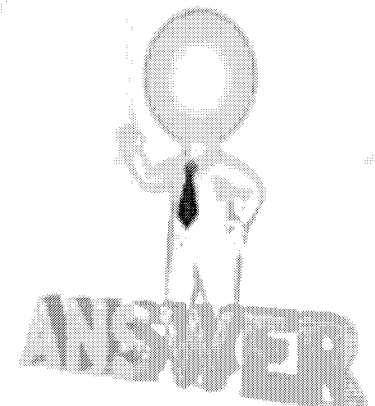
Which types of permanent resident applications are managed through the Express Entry system?

Express Entry – A Review - Answers

2

Question:

Which types of permanent resident applications are managed through the Express Entry system?

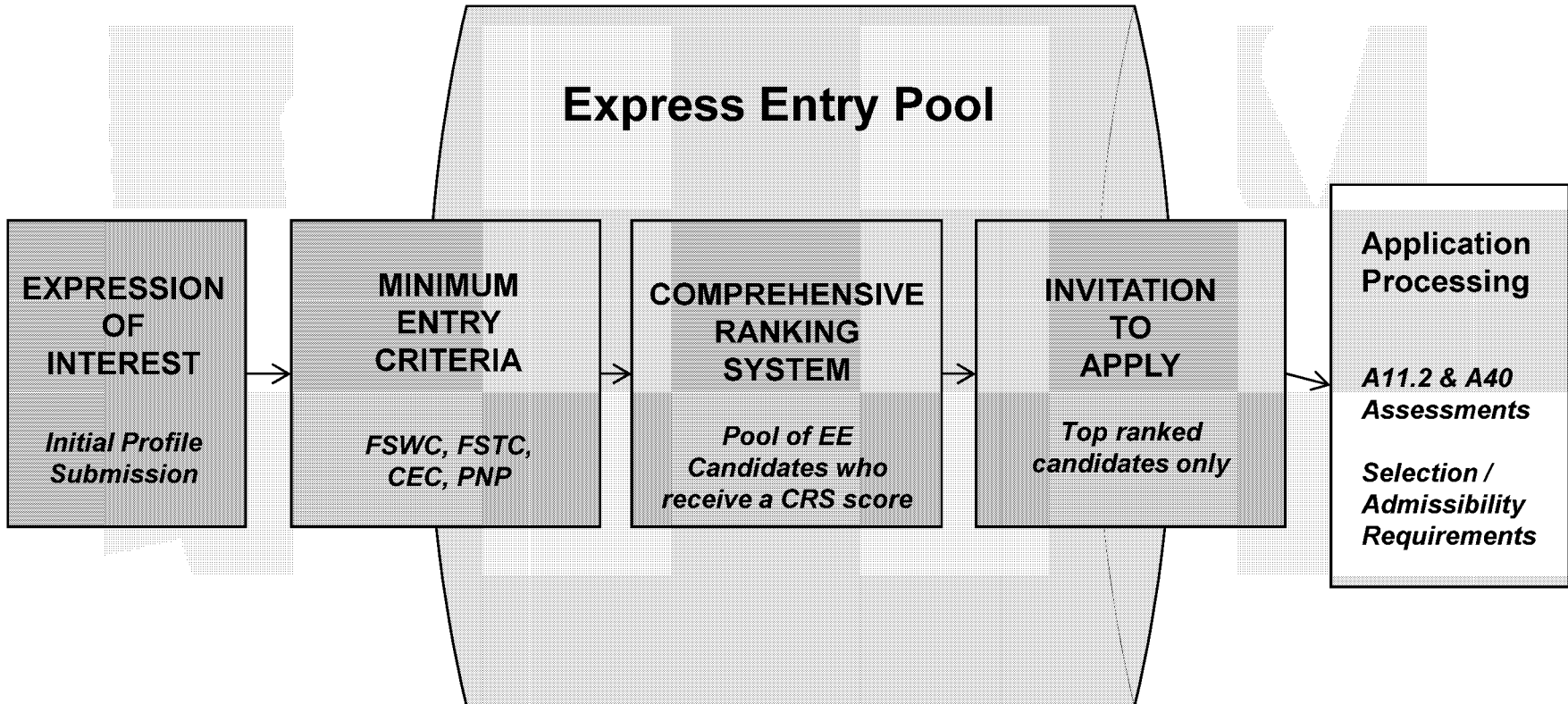


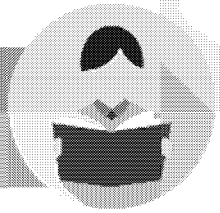
Answer:

- Federal Skilled Workers Class (FSWC)
- Federal Skilled Trades Class (FSTC)
- Canadian Experience Class (CEC)
- Portion of Provincial Nominee Program (PNP)

2

Express Entry Flow





Self-Learning – Express Entry

Read the following **7 Documents** in your Participant's Guide:

Module 2 – Document 2 – Legislative References – Economic Classes to

Document 7 – Initial Assessments of Express Entry e-Applications

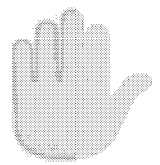
You will have **30 minutes** to complete the assigned readings.

You will also have a **10 minute break** that you should take **during** your reading.

Virtual Class – Welcome Back!



Please lower your hand

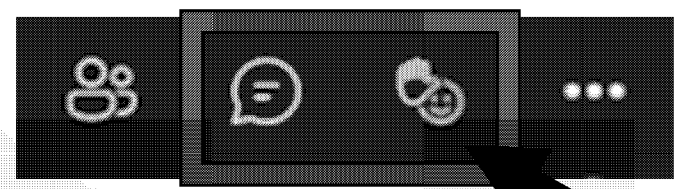


when you are ready to begin.

Do you have any questions?



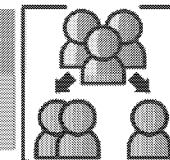
Please raise your hand if you have any questions !



A Closer Look at the NOC Description **2**

NOC 1411 General Office Worker Skill Level C	NOC 1241 Administrative Assistant Skill Level B
<ul style="list-style-type: none"> • Send and receive messages and documents using fax machine or electronic mail • May perform basic bookkeeping tasks such as preparing invoices and bank deposits • Photocopy and collate documents for distribution, mailing and filing • Maintain inventory of office supplies, order supplies as required and arrange for servicing of office equipment • Process incoming and outgoing mail, manually or electronically • Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases 	<ul style="list-style-type: none"> • Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related material from machine dictation and handwritten copy • Open and distribute incoming regular and electronic mail and other material and co-ordinate the flow of information internally and with other departments and organizations • Order office supplies and maintain inventory • Determine and establish office procedures • May supervise and train office staff in procedures and in use of current software

Exercise – Verify the Occupational Group



Refer to **Document 8 – Verify the Occupational Group** in your participant's guide.

Exercise: Breakout Rooms (Groups of 3)

Instructions: Read the scenarios and determine whether the applicants have provided the correct occupational groups for their skill level using the National Occupation Classification (NOC) System.

Time: 25 minutes

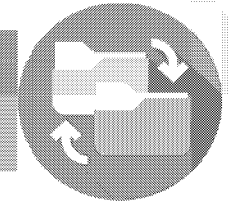
You will also have a **60 minute main break** that you should take after the break out session.

Virtual Class – Welcome Back!

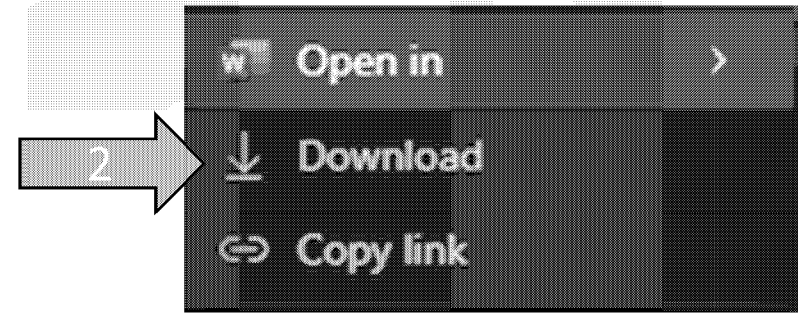


Please raise your hand  **when you are ready to begin.**

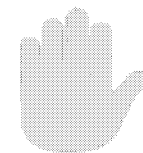
Answer Guide - Upload in Chat



ANSWER GUIDE for Module 2 – Document 8 – Verify the Occupational Group - Answers.



- Documents will automatically be downloaded to your **download folder**.
- Please confirm that you have successfully downloaded the document by raising your hand in chat.



2

Comprehensive Ranking System

CORE POINTS (UP TO 600PTS)	ADDITIONAL POINTS (UP TO 600PTS)
<ol style="list-style-type: none"> 1. Skills & experience 2. Spouse or common-law partner factors 3. Skills transferability 	<ol style="list-style-type: none"> 1. Canadian educational certificates 2. Valid job offer 3. Provincial or territorial nomination 4. CC / PR brother or sister living in Canada 5. Strong French language skills

The Express Entry application management system will be primarily governed using Ministerial Instructions: <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/mandate/policies-operational-instructions-agreements/ministerial-instructions/express-entry-application-management-system.html>

Change in Work Experience

2

An applicant may claim points for 2 years of Canadian Work Experience and be awarded 53 points as per Ministerial Instructions (MI) Item 15(a)(iii) but the documents submitted only confirm 1 year of Canadian work experience.

★ Therefore, they are only eligible for 40 points as per MI15(a)(iii), this loss on 13 points could be integral to meeting the minimum entry score for their round in invitation.

Examples of Work Experience

2

Example 1:

CEC you must have 1 year of Canadian work experience in NOC O, A or B in the last 3 years from application date and it need not be continuous or in the same occupation.

Examples of Work Experience

2

Example 2:

For FSW you must have 1 year of continuous work experience in the same NOC at skill level O, A or B. The FSW minimum score is 67 points out of 100:

- *Age - max 12*
- *Education (with ECA) - max 25*
- *Experience - max 15*
- *Arranged employment - max 10*
- *Official language proficiency - max 28*
- *Adaptability - max 10*

Question – Minimum Entry Requirement



QTC: But, what if the applicant did not or does not meet the Express Entry minimum entry criteria (MEC) or did not or does not possess the qualifications for which they received their CRS score? What do we need to do?

ANS: The application must be **refused**.



Express Entry – A11.2 & A40

2

A11.2 (1) *An officer may not issue a visa or other document in respect of an application for permanent residence to a foreign national who was issued an invitation under Division 0.1 to make that application if — at the time the invitation was issued or at the time the officer received their application — the foreign national did not meet the criteria set out in an instruction given under paragraph 10.3(1)(e) or did not have the qualifications on the basis of which they were ranked under an instruction given under paragraph 10.3(1)(h) and were issued the invitation.*

A40 (1) *A permanent resident or a foreign national is inadmissible for misrepresentation*

(a) for directly or indirectly misrepresenting or withholding material facts relating to a relevant matter that induces or could induce an error in the administration of this Act;

Question – Must Determine

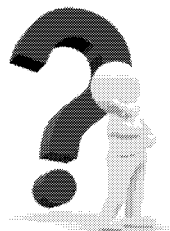


Having seen the express entry flow diagram, when reviewing an application, what must an officer then determine when they first receive an application?

Processing officers must determine if...

Answer – Must Determine

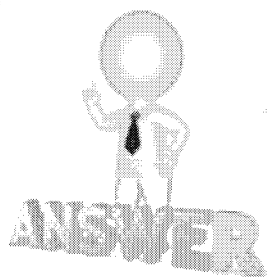
2



Having seen the express entry flow diagram, when reviewing an application, what must an officer then determine when they first receive an application?

Processing officers must determine if:

- **the applicant possesses the qualifications that they declared in their e-APR, as corroborated by the applicant's supporting documentation; and**
- **when the applicant submits their e-APR, the information provided in their Express Entry profile has not materially changed to the degree that the applicant would not have been issued an ITA in that round of invitations.**



2

Express Entry Assessments

A11.2 Assessment	A40 Assessment
Does the applicant meet the Express Entry minimum entry criteria (MEC)?	Did the applicant misrepresent their qualifications in their Express Entry profile?
Does the applicant possess the qualifications for which they received the CRS score?	Did the applicant misrepresent their qualifications in their e-APR?

Refuse per A11.2

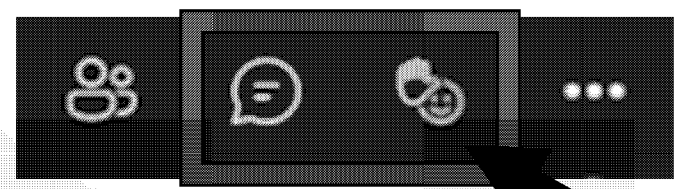
2

- *the applicant did not or does not meet the MEC,*
- *the applicant's recalculated CRS score has fallen below that of the lowest-ranked candidate invited to apply*

Do you have any questions?



Please raise your hand if you have any questions !



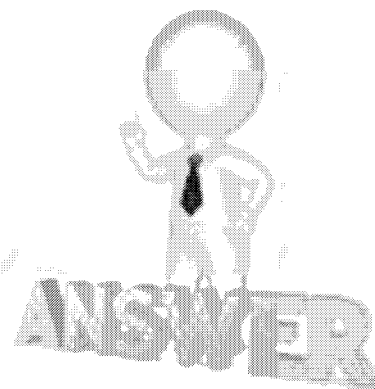
Question - Discrepancies



What happens if there are discrepancies in an applicant's Express Entry profile or their e-APR?
What do you need to do?

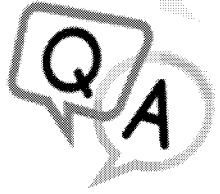
Answer - Discrepancies

2



Officers need to assess for possibility of misrepresentation as these applicants may face a five-year ban from submitting any further immigration applications to Canada, including temporary residence applications.

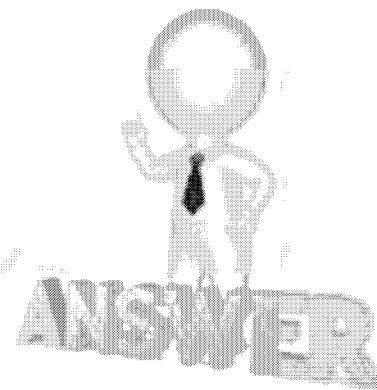
Question – Elements of A40



What were some of the elements seen when you learned about A40?

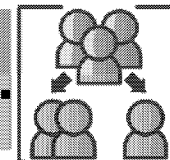
Answer – Elements of A40

2



- Misrepresenting /misstating the facts
- Withholding material facts
- Providing fraudulent documents (includes improperly obtained)
- Providing altered documents (genuine documents that have been tampered)

Exercise – Initial Assessments – Change in Circumstances.



- 3 scenarios, each with a change in circumstance
- Determine whether A11.2 and/or A40 apply
- Exercise also found in **Module 2 - Document 9 – Initial Assessments – Change in Circumstances** in your participant's guide.

Are you ready?

Exercise – Change in Circumstances – Scenario 1

2

Scenario 1

Amar has X points in the CRS and ranks at the lower end of his round of invitations. Amar divorces his spouse in the time between when he receives his ITA and when he submits his e-APR. This causes Amar's CRS score to drop, as Amar was issued points for his spouse's education, language and Canadian work experience.

Amar's CRS score is automatically recalculated at the e-APR stage. Although Amar still meets the minimum requirements of the program to which he is applying, his new CRS score is now below the score of the lowest-ranked person issued an ITA in his round of invitations.

Answer: Refusal under section A11.2 due to a divorce

Exercise – Change in Circumstances – Scenario 2

2

Scenario 2

Anne's first official language is French, and her *Test d'évaluation de français* (TEF) (French Language Assessment Test) scores are high enough to make her eligible for one of the federal programs.

In her e-APR, Anne's speaking score is lower than the score she provided in her Express Entry profile. Therefore, she no longer meets minimum program requirements and, as a result, no longer meets the MEC. After further review, the officer determines that this discrepancy was an honest mistake.

Answer: Refusal under section A11.2 but not section A40

Exercise - Change in Circumstances – Scenario 3

2

Scenario 3

Paul is invited to apply for the FSWC. In both his Express Entry profile and his e-APR, Paul declares that he received a master's degree in 2010 from the University of Non Est. Paul submits a photocopy of his master's degree as part of his application.

Upon investigation, the processing office discovers that Paul's degree cannot be verified because the University of Non Est does not exist. The officer determines that Paul does not meet the Express Entry MEC because, without a master's degree, he does not have the 67 points required for the FSWC. Since the officer believes that Paul has misrepresented himself, Paul is issued a procedural fairness letter and is given 30 days to respond.

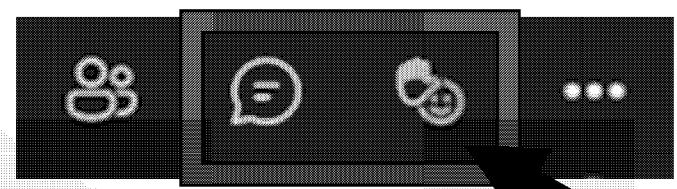
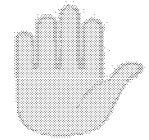
Paul does not respond to the procedural fairness letter within 30 days.

Answer: Refusal under both section A11.2 and section A40. The officer refuses Paul's application under section A11.2 for failing to meet the FSWC requirements. The officer also determines that Paul misrepresented his facts.

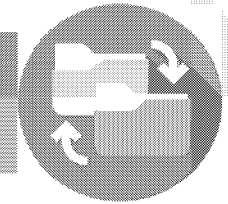
Do you have any questions?



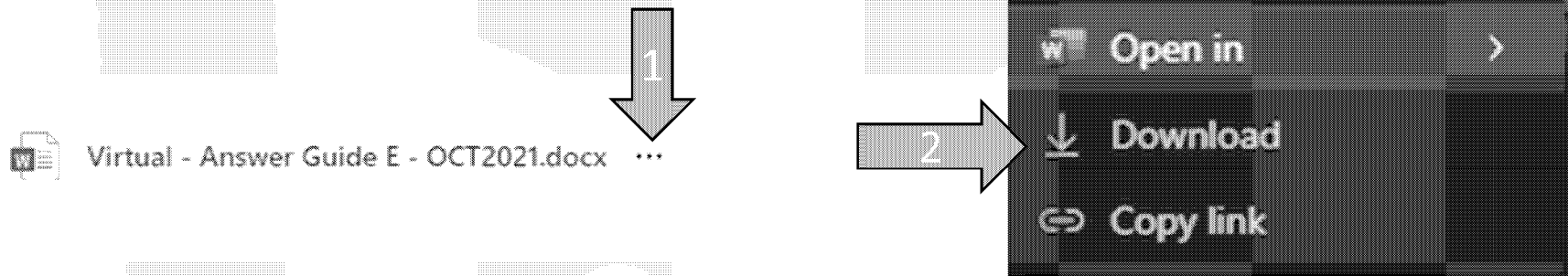
Please raise your hand if you have any questions !



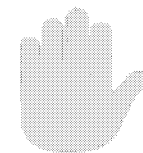
Answer Guide - Upload in Chat



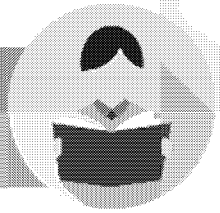
ANSWER GUIDE for Module 2 - Document 9 – Initial Assessments – Change in Circumstances - Answers.



- Documents will automatically be downloaded to your **download folder**.
- Please confirm that you have successfully downloaded the document by raising your hand in chat.



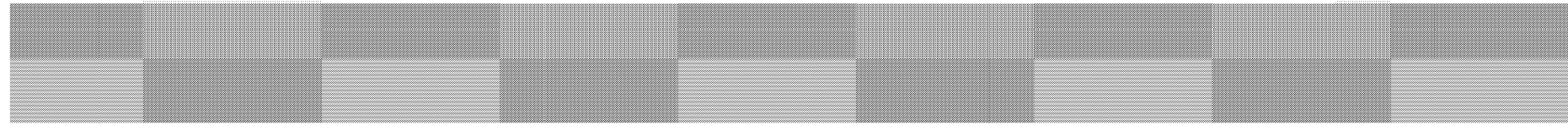
Self-Learning – FSWC



- Read the following **9 Documents** in your Participant's Guide:

Module 2 – Document 10 – Federal Skilled Workers Class to Document 18 – Express Entry Applications – Eligibility Requirements

- You will have **60 minutes** to complete the assigned readings.
- Your instructors will be available via MS Teams.
- Your next virtual session will begin on Day 2.



End of DAY 1





Day 2 – Economic Classes Continued

**Permanent Residents
CC7920**



Immigration, Refugees
and Citizenship Canada

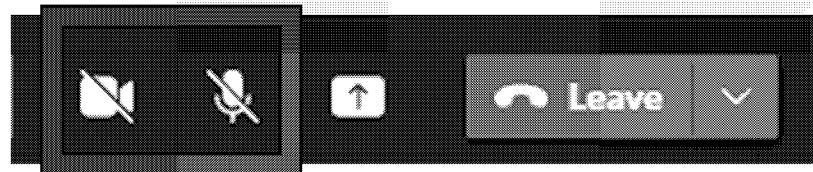
Immigration, Réfugiés
et Citoyenneté Canada

Canada
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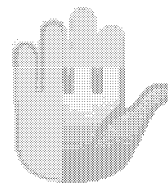
Day 2 – Welcome!

Reminder:

- Put yourself on mute when you are no longer speaking.



- Raise your hand if you have a question.



- If you need to step away from the computer, please send us an MS Teams message or email.

Recap – Federal Skilled Worker Class

2

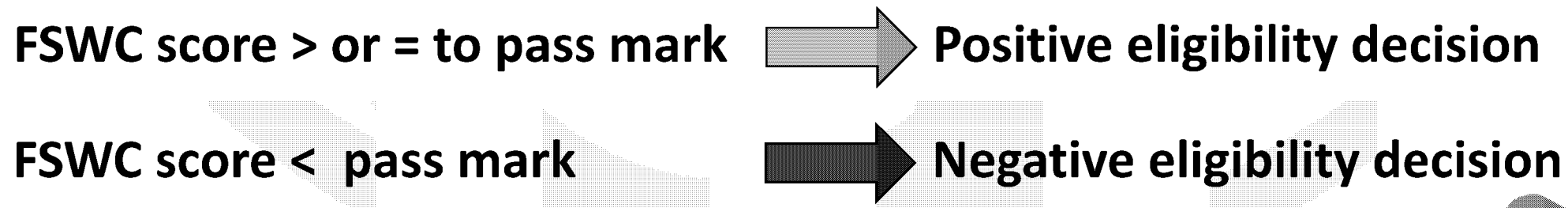
- **FSWC is prescribed as a class of persons who are skilled workers, who may become permanent residents on the basis of their ability to become economically established in Canada, and who intend to reside in a province other than Québec.**
- **FSWC applicants need to not only meet the minimum requirements of the program, but the selection criteria as well.**
- **To determine whether a skilled worker, as a member of the federal skilled worker class, has the ability to become economically established in Canada, applicants are assessed against the selection criteria in R76(1).**
 - **Note that Arranged Employment, Language, and Education are core factors in determining FSW eligibility.**

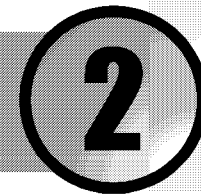


2

FSWC - Criteria

- Skilled workers (NOC 0, A, or B)
- Able to become economically established in Canada
- Reside in their province of nomination (not Quebec)
- Must meet MEC
- Must meet selection criteria
- FSWC pass mark is 67 points





Final Selection Decision

SCORE	DECISION
EQUAL TO OR GREATER THAN PASS MARK	POSITIVE
LESS THAN PASS MARK	NEGATIVE

Settlement Funds

2

The funds must be

- available and transferable;
- unencumbered by debts or other obligations; and
- sufficient to support initial establishment in Canada.



Substituted Evaluation – R76(3)

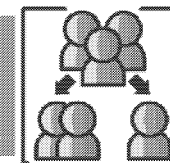
2

R76(3) Whether or not the skilled worker has been awarded the minimum number of required points referred to in subsection (2), an officer may substitute for the criteria set out in paragraph (1)(a) their evaluation of the likelihood of the ability of the skilled worker to become economically established in Canada if the number of points awarded is not a sufficient indicator of whether the skilled worker may become economically established in Canada.

2

Substituted Evaluation

- Can only be used to overcome point assessment
- Considered on a case-by case basis (almost met – not in itself sufficient)
- Requires concurrence of a second designated officer
R76(4)
- Should not be confused with A25(1)

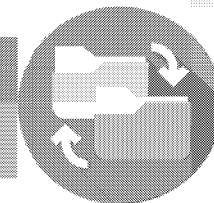


Exercise – Federal Skilled Worker Requirements

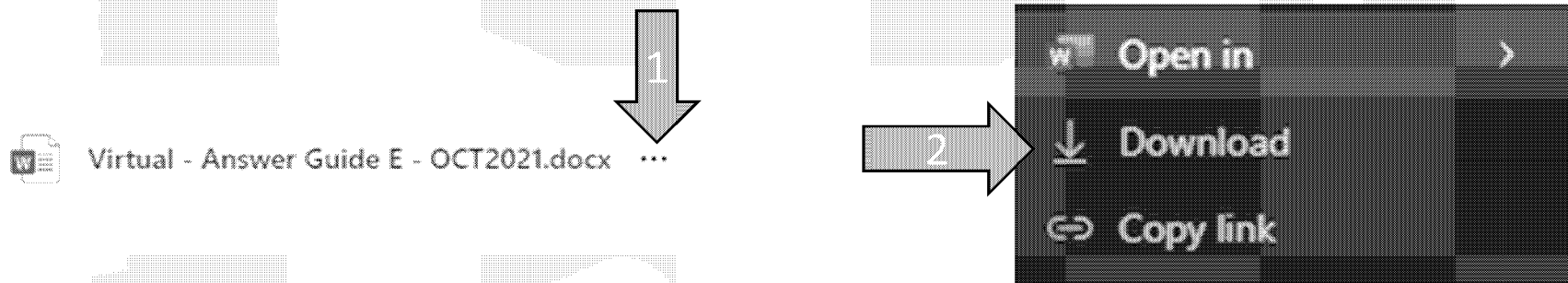
Refer to **Document 19 – Federal Skilled Worker Requirements** in your participants guide.

- **Exercise:** In groups of 3
- **Instructions:** Using the **PDIs** and **Document 10 – Federal Skilled Workers** in your participant's guide, research the following questions about the Federal Skilled Worker Class.
- Don't forget to document your answers and nominate a spokesperson so that your group can share their screen and present their answers.
- **Time:** 20 minutes

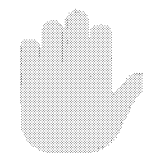
Answer Guide - Upload in Chat



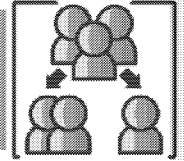
Answer Guide for Module 2 – Document 19 – Federal Skilled Workers Requirements - Answers.



- Documents will automatically be downloaded to your **download folder**.
- Please confirm that you have successfully downloaded the document by raising your hand in chat.



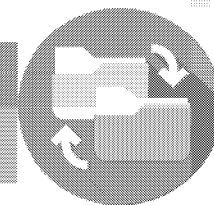
Exercise – Minimal Work Experience Requirements



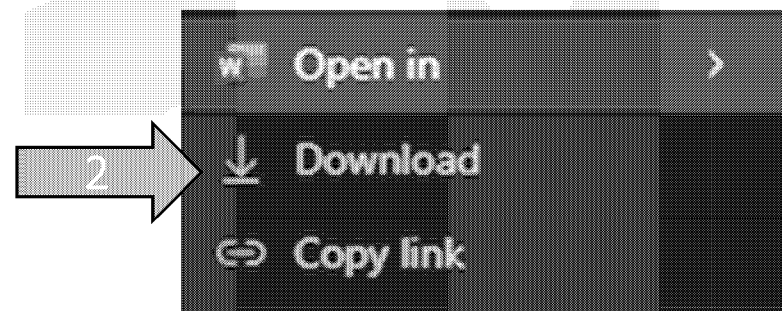
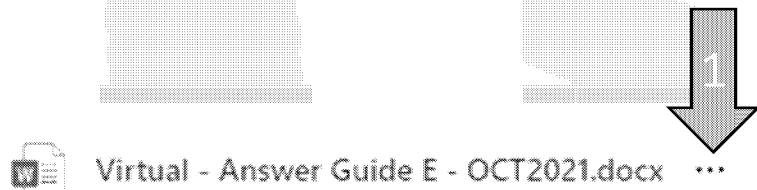
Refer to **Document 20 – Minimal work Experience Requirements** in your participant's guide.

- **Exercise:** In groups of 3
- **Instructions:** Do the following applicants meet the minimal requirements for work experience for skilled workers as set out in Subsection 75(2) of the Regulations? Why or why not?
- **Note:** All the information that you need is in the question. **Do not make assumptions.**
- Don't forget to document your answers and nominate a spokesperson so that your group can share their screen and present their answers.
- You will have **15 minutes** to complete the exercise.

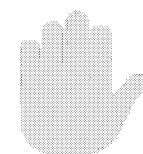
Answer Guide - Upload in Chat

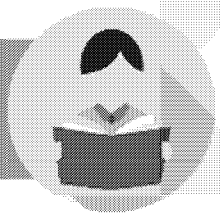


Answer Guide for Module 2 – Document 20 – Minimal Work Experience Requirements.



- Documents will automatically be downloaded to your **download folder**.
- Please confirm that you have successfully downloaded the document by raising your hand in chat.



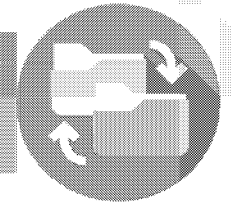


Exercise – Minimal Work Experience Requirements

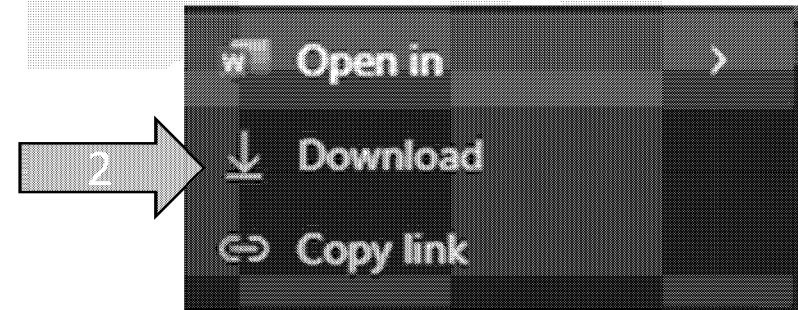
Refer to Document 21 – Federal Skilled Worker Activity in your participant’s guide.

- **Exercise:** Self-learning - Individual
- **Instructions:** Using **Document 14 – Federal Skilled Worker** in your participant’s guide, for each scenario input the credentials for each factor to determine the total points for each applicant.
- **Time:** 20 minutes

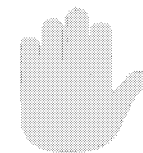
Answer Guide - Upload in Chat



Answer Guide for Module 2 – Document 21 – Federal Skilled Worker Activity.



- Documents will automatically be downloaded to your **download folder**.
- Please confirm that you have successfully downloaded the document by raising your hand in chat.



Federal Skilled Trades Class

2

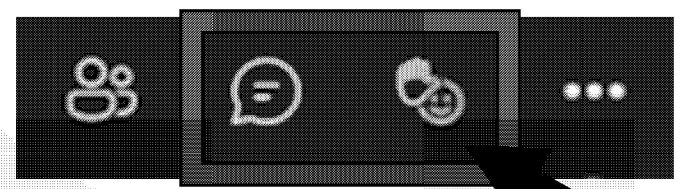
FSTC is a prescribed class of people qualified in a skilled trade who may become permanent residents on the basis of their ability to become economically established in Canada and who intend to reside in a province other than Québec.



Do you have any questions?



Please raise your hand if you have any questions !



BREAK



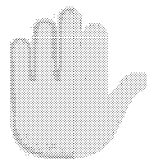
- ✓ Stretch
- ✓ Grab a drink
- ✓ Grab a snack
- ✓ Go outside
- ✓ Move around

The virtual session will resume at _____.

Virtual Class – Welcome Back!



Please lower your hand



when you are ready to begin.

2

Canadian Experience Class

The CEC is a permanent resident category for individuals with skilled work experience in Canada. It was developed for temporary foreign workers and foreign graduates with qualifying Canadian work experience.



Exercise – Canadian Experience Class Activity

2

Refer to **Document 22 – Canadian Experience Class Activity** in your Participant's Guide.

Context of the activity:

Canadian work experience must be authorized, remunerated by wages or commission, cannot be self-employment and cannot be completed during a period of full time study. Work experience acquired under maintained status can be counted, provided that the applicant continued to work under the same conditions as their original work permit

Exercise – CEC Activity – Are you ready?

3

- 6 scenarios – CEC applicants
- Determine whether or not the applicant meets the CEC requirements.

Are you ready?

Scenario 1 – Laura

3

Laura submits an application with a lock-in (APR) date of December 17, 2020. She is a marketing executive with Samsung, in a NOC level A occupation. She received her invitation to apply (ITA) on November 22, 2020. Upon review of her employment history, you see one received line showing work in (NOC V2021: 11202 / V2016: 1123 (A)), as a full-time marketing executive from January 2019 to August 2020. The language scores meet the CLB level 7 in all categories and have a test date of December 2, 2018.

- Lock-in date – December 17, 2020
- Marketing executive with Samsung (NOC level A)
- ITA received November 22, 2020.
- NOC V2021: 11202 / V2016: 1123 (A), full-time marketing executive from January 2019 to August 2020.
- Language scores: CLB 7 in all categories, testing date December 2, 2018

Does Laura meet the CEC requirements?

No. The language scores were expired at APR date. As such, the language requirements are not met.

Scenario 2 – Auston

3

Auston is claiming work experience as a Research Assistant, (NOC V2021: 41201 / V2016: 4012 (A)), with the University of Toronto, from September 2019 to October 2020. The employment letter on file is signed by a well-known professor (Google search confirms she authored many publications and she is seen on the University website) and confirms that Auston worked as a Research Assistant during the stated period. There are no concerns related to job duties for this NOC or language requirement. Upon review of Auston's GCMS history you see that he was in status from September 2018 to April 2020 under both a study permit and co-op work permit. He was granted a post-graduate work-permit on March 20, 2020.

- Work experience
 - Research Assistant (NOC V2021: 41201 / V2016: 4012 (A))
 - University of Toronto
 - September 2019 – October 2020
- Employment confirmed, no officer concerns
- GCMS
 - in status from September 2018 – April 2020 on a study permit and co-op work permit.
 - Post-graduate work permit issued March 20, 2020.

Does Auston meet the CEC requirements?

No. This employment was concurrent to full-time studies; therefore, work as a research assistant does not count towards CEC work experience.

Scenario 3 – Alexander

3

Alexander is claiming 2 consecutive years of work experience as a Retail sales supervisor, (NOC V2021: 62010 / V2016: 6211 (B)), at Wal-Mart. Upon review of his GCMS history you see that he was in status throughout the employment period on a post-graduate work permit. You review the job letter and note that the letter is on Wal-Mart letterhead and have no concerns regarding its authenticity.

- 2 consecutive years of work
 - Retail Supervisor – Walmart
 - NOC V2021: 62010 / V2016: 6211 (B)
- No officer concerns regarding authenticity of employment letter
- The following list of duties are listed on the job description:
 - Greets customers
 - Establishes and identifies price of goods
 - Receives and processes payments by cash, cheque, credit card or debit
 - Wraps or places merchandise in bags
 - Stocks shelves and cleans check-out counter
 - Trains co-workers as required
 - Calculates total payments received at the end of his work shift and reconciles with total sales

Does Alexander meet the CEC requirements?

No. These duties do not match the lead statement or substantial number of main duties for (NOC V2021: 62010 / V2016: 6211 (B)). They describe (NOC V2021: 65100 / V2016: 6611 (D)) Cashier, which is not a skilled NOC as per CEC.

Scenario 4 – Glenda

3

Glenda is living in downtown Ottawa and working Gatineau. There is no letter on file to address whether she intends to remain in Ottawa or move to Québec. She states Ottawa as her destination upon landing.

- Lives in downtown Ottawa
- Works in Gatineau, Quebec
- States Ottawa as her destination upon landing

Do you have any residency concerns?

No. The Quebec residency requirement applies to applicants' intent to reside in QC and does not apply to work location. As long as Glenda can satisfy the officer she will reside outside of QC, CEC requirements would be met.

Scenario 5 – Brian

3

Brian is claiming work experience under NOC V2016: NOC 4313 (B) - Non-commissioned ranks of the Canadian Armed Forces. He has one employment line received, where he is claiming experience as a non-commissioned officer with the UK military working for the Canadian Forces on a training assignment to Gaagetown, New Brunswick, from January 2019 to June 2020. A review of the employment letter confirms the experience as claimed.

- NOC V2016: NOC 4313 (B) - Non-commissioned ranks of the Canadian Armed Forces
- Work experience
 - Working for the Canadian Forces
 - January 2019 – June 2020
- Employment letter confirms information declared

Based on this information, does Brian meet CEC work requirements?

Yes. His work was conducted in-Canada and for the Canadian Armed Forces; therefore, his work experience can qualify for this NOC.

Scenario 6 – Erik

3

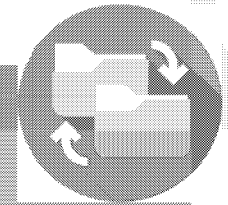
Erik is claiming employment as a consultant for a high-profile firm in Ottawa. He was authorized to work during his claimed employment and has a job letter that confirms the employment as claimed. There are no language concerns or Québec residency concerns. You notice that he has provided the job contract in the employment records and in the job offer the language clearly defines Erik as a sole-proprietor, paid as an independent contractor. He was issued a T4A and all income is listed in the box for self-employment/commission income. There is a Notice of Assessment on file that shows he earned \$95,654 in 2020 of which he paid \$26,217 in taxes in 2020.

- Consultant – high-profile firm in Ottawa
- Authorized to work, supported by job letter
- No language or residency concerns
- Job contract
 - Erik is the sole proprietor
 - Paid as an independent contractor
 - T4A with income listed as self-employment/commission
- NOA 2020, earned \$95,654 and paid \$26,217 in taxes

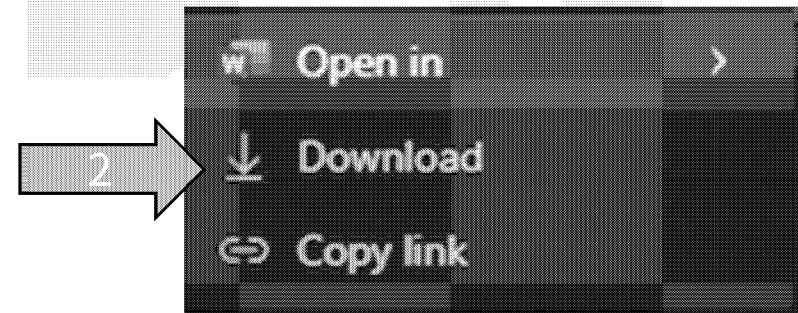
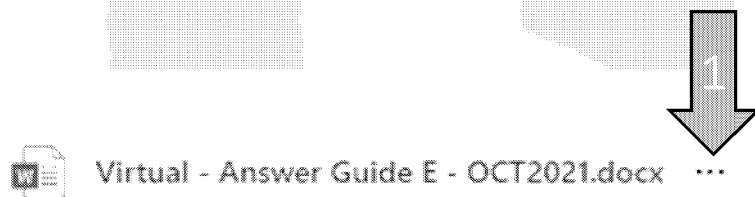
Based on this information, does Erik meet CEC requirements?

No. Based on the job offer he provided, Erik is working for himself as his own business. He is therefore self-employed and this work experience does not count towards the CEC.

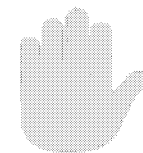
Answer Guide - Upload in Chat



Answer Guide for Module 2 – Document 22 – Canadian Experience Class Activity.



- Documents will automatically be downloaded to your **download folder**.
- Please confirm that you have successfully downloaded the document by raising your hand in chat.



Canadian Experience Class - Recap **2**

All applicants must:

- intend to reside in a province or territory other than Quebec;
- meet the minimum proficiency levels in English or French;
- have maintained temporary resident status during any periods of work experience used to qualify for the Canadian experience class (CEC); and
- have qualifying skilled work experience in Canada.

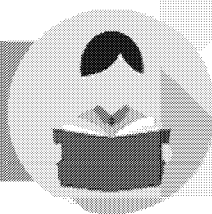
Provincial Nominee Class

2

Provinces and territories have the authority and responsibility to establish their own criteria for nomination, while IRCC is responsible for:

- assessing the applicant's eligibility for the Provincial Nominee class;
- assessing that the applicant meets the program requirements of at least one of the federal economic immigration programs;
- assessing factors related to A11.2;
- assessing the applicant's admissibility;
- making a final decision on the application for permanent residence.

Self-Learning – Provincial Nominee Class Activity



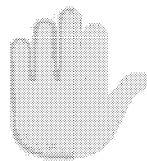
Refer to **Document 23 – Provincial Nominee Class Activity** in your Participant's Guide:

- This next exercise will be completed individually.
- Read the following two case studies and, presume that in both cases, the applicants are eligible for processing and that they both meet the minimum requirements.
- Determine if the applicant meets the selection criteria.
- You will have **20 minutes** to complete the activity.
- You will also have a **1 hour Main Break** that you may take before or after your self-learning.
- Your next virtual session will begin at _____.

Virtual Class – Welcome Back!

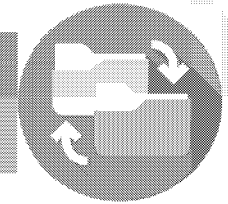


Please lower your hand

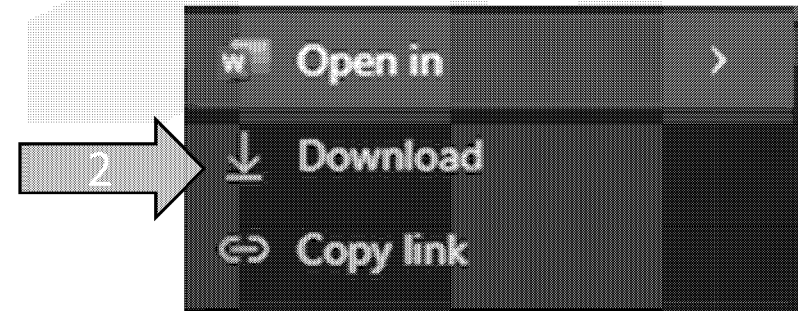
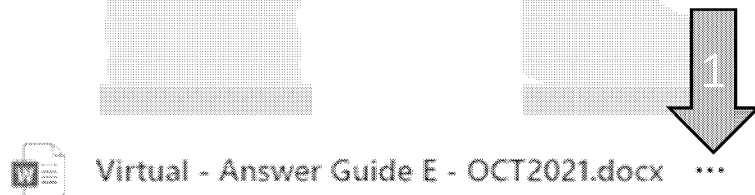


when you are ready to begin.

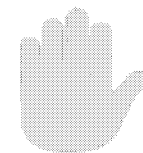
Answer Guide - Upload in Chat



Answer Guide for Module 2 – Document 23 – Provincial Nominee Class Activity.



- Documents will automatically be downloaded to your **download folder**.
- Please confirm that you have successfully downloaded the document by raising your hand in chat.

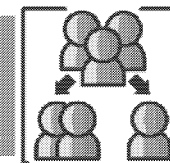


	CEC R87.1	FSW R75 (2) & R76 (1)	FST R87.2
WORK	<ul style="list-style-type: none"> 1 year work experience within the last 3 years from rec'd date (with a valid WP). Does NOT need to be continuous NOC 0, A or B <p>*NOT considered qualified work experience:</p> <ul style="list-style-type: none"> Self-employment Not a full time student 	<ul style="list-style-type: none"> 1 year work experience within the last 10 years from rec'd date (can be on WP/SP in CDN) NOC 0, A, or B Continuous work in primary NOC Selection Criteria R76 (1) *67 pts* <p>* Qualified work experience:</p> <ul style="list-style-type: none"> R73 (2) Self-employment accepted 	<ul style="list-style-type: none"> 2 years within the last 5 years from rec'd date Does not need to be continuous Specific Trade NOC 0, A, or B <p>*Certificate from province or offer of full-time employment for 1 year</p> <p>* Self-employment accepted</p>
EDUCATION	Not required *CIO checks if valid*	Canadian or Foreign ECA required (U.S. is considered foreign) *CIO checks if valid*	Not required *CIO checks if valid*
LANGUAGE	CIO checks if valid	CIO checks if valid	CIO checks if valid
FUNDS	Funds NOT Required	Funds required if no arranged employment <i>*Refer to LICO Table</i> <i>*If outside Canada</i>	Funds required if no arranged employment or not currently working

PNP R87(2)

- Met the requirements for one of the programs listed above
- Named on the nomination certificate issued by the province
- Intend to reside in the province that has nominated them

- NOTES**
- All.2 – Met the EE minimum entry criteria (MEC) which includes the requirements of the program to which they were invited to apply AND applicant possess the qualifications for which they received the CRS score.
 - 1 year full time hours 1560 / 30 hrs / per week
 - 2 year part time hours 1560 / 15 hrs / per week



Exercise – Other Economic Classes

Refer to **Document 24 – Other Economic Classes** in your participant's guide.

Exercise: Breakout rooms – two phase activity (4 groups)

Context: Imagine you are a foreign national and you are in a coffee shop with friends. Each of you want to move to Canada but the most fascinating thing is that each of you will be applying under different programs. Everyone is now interested to hear each other's method of moving to Canada in hopes to ensure that everyone has chosen to the most suitable path.

Instructions: Similar to peer tutoring - you will teach each other the following economic classes.

Group 1 – Québec Economic Classes

Group 2 – Start-Up Business Class

Group 3 – Self-Employed Persons Class

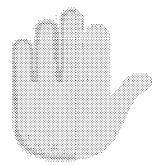
Group 4 – Atlantic Immigration Program

- Each group will highlight the selection criteria and considerations used to assess their assigned economic class.
- Then, using Word, PowerPoint, Whiteboard or anything else, create a presentation full of information to share with the class. Make it interesting! (3-5 minutes in length) You will have 25 minutes to complete the activity.
- You will also have a **10 minute break** that you may take after your presentations are created.

Virtual Class – Welcome Back!



Please raise your hand



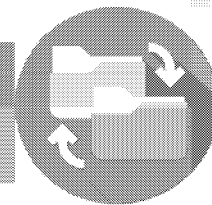
when you are ready to begin.

2

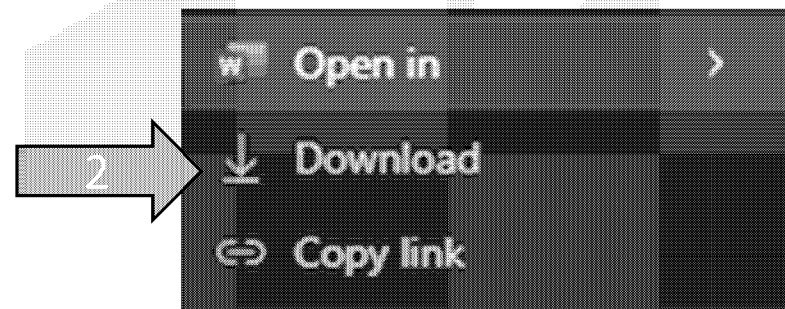
Other Economic Classes – Eligibility Requirements

<p>QUEBEC SKILLED WORKER</p> <ul style="list-style-type: none"> ○ Quebec skilled workers ○ Quebec immigrant investor ○ Quebec entrepreneur ○ Quebec self-employed persons ○ Hold valid CSQ from Quebec ○ Must intend to reside in Quebec ○ 9 selection factors and applications require minimum of 50 points for single, 59 points with spouse/ common-law partner 	<p>START-UP BUSINESS CLASS</p> <ul style="list-style-type: none"> ○ Active ongoing management of a qualifying business which operations are conducted in Canada ○ Commitment certificate and letter of support from a designated entity for investment funds ○ Settlement funds ○ At least 1 year post-secondary education ○ CLB 5 in all language areas
<p>SELF-EMPLOYED PERSONS</p> <ul style="list-style-type: none"> ○ Minimum of two years of experience in cultural activities, athletics ○ or the purchase and management of a farm (refers to applications received prior to March 10, 2018) ○ during the period beginning five years before the date of application for a permanent resident visa and ending on the day a determination is made in respect of the application ○ Demonstrate the intention and ability to create his/her own employment in Canada ○ Points system minimum of 35 	<p>ATLANTIC IMMIGRATION PROGRAM</p> <ul style="list-style-type: none"> ○ The Atlantic Immigration Program is a pathway to permanent residence for skilled foreign workers and international graduates from a Canadian institution who want to work and live in 1 of Canada's 4 Atlantic provinces—New Brunswick, Nova Scotia, Prince Edward Island or Newfoundland and Labrador. ○ Endorsement from Atlantic Province ○ Job offer from eligible employer ○ Education and residence in one of the 4 Atlantic Provinces ○ CLB/NCLC 5 for job offer in skill level NOC 0, A and B ○ CLB/NCLC 4 for job offer in skill level NOC C ○ Intent to reside in Atlantic Province

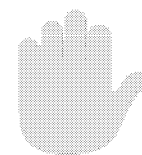
Answer Guide - Upload in Chat



Answer Guide for Module 2 – Document 24 – Other Economic Classes.



- Documents will automatically be downloaded to your **download folder**.
- Please confirm that you have successfully downloaded the document by raising your hand in chat.

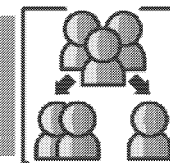


BREAK – 5 Minutes



- ✓ Stretch
- ✓ Grab a drink
- ✓ Grab a snack
- ✓ Go outside
- ✓ Move around

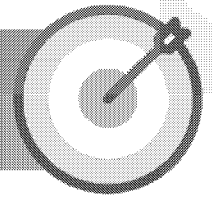
The virtual session will resume at _____.



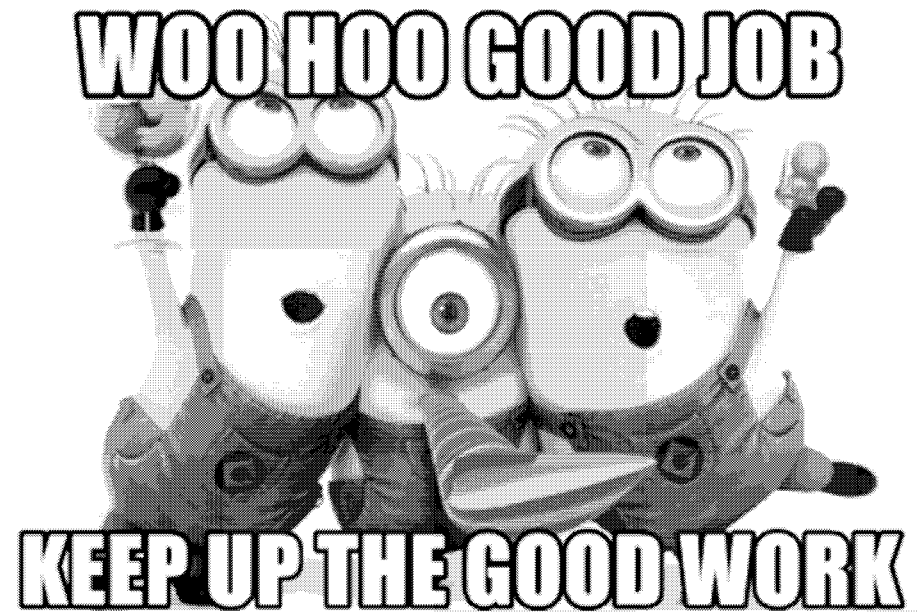
Breakout Session – Module Review

Refer to **Document 25 – Module Review** in your Participant's Guide:

- The Module Review has **two parts** and will be completed in **groups of 3**.
- Part A has 5 questions and Part B has 6 questions
- Trainers will be available to answer questions.
- You will have **55 minutes** to complete the activity.



End of DAY 2





Provincial Nominee Program

April 2022



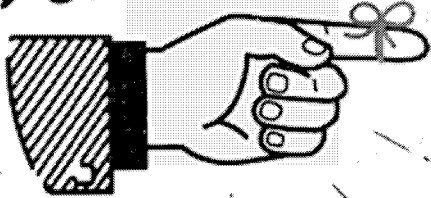
Immigration, Refugees and Citizenship Canada

Immigration, Réfugiés et Citoyenneté Canada

Microphone Etiquette

1

Reminder



Please turn off your microphone when you are no longer speaking.

This will:

- ✓ Reduce background noise/static
- ✓ Improve audio quality for all participants
- ✓ Allow you to turn on your microphone when you would like to speak (if you are muted by the host, your microphone will be disabled)



About your Trainers

1

Sheldon Fernandes - Etobicoke

Sheldon.Fernandes@cic.gc.ca

Katherine Wagner – Windsor

Katherine.Wagner@cic.gc.ca

Slide 3

G1

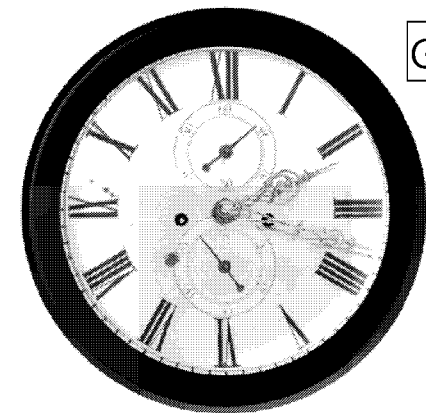
Modify this slide with trainers information and photos

Gelin, Amy, 2/4/2022

Tell Us About Yourself

1

- **Name, Office, Position and Main Business Line**
- **How long have you worked for IRCC?**
- **There are now 25 hours in a day! How would you spend the 25th hour?**



G2

Slide 4

G2

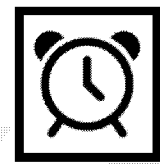
Feel free to replace icebreak question with one of your choosing

Gelin.Amy, 2/4/2022

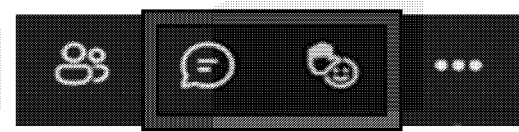
1

Housekeeping

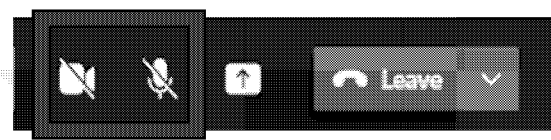
- Log in 5 minutes before the start of the session.



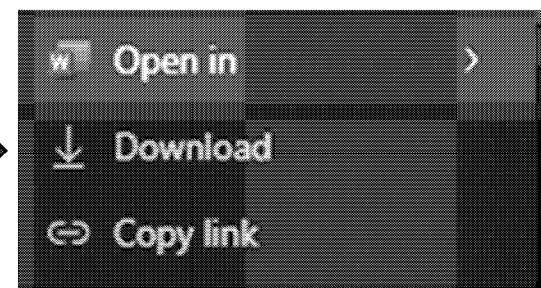
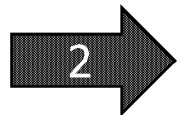
- Be prepared to participate




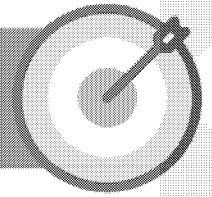
- Turn off your “Webcam”
- Mute your “Mic”



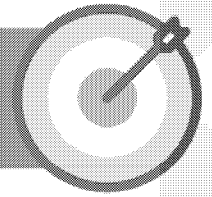
- To “Download” handouts in “Chat”



Module 1 - Objective

A circular icon containing a checklist with four items, each with a checkmark, representing a list of objectives or goals.

Introduce participants the Provincial Nominee Program (PNP) course curriculum goals, course content and the Provincial Nominee Class (Base and Enhanced Nominations).



Module 1 – Curriculum Goal

By the end of this course, participants will be able to make decisions on:

- Base nomination provincial nominee class permanent resident applications;
- Express entry provincial nominee class permanent resident applications
- Make a decision as to whether an applicant meets the admissibility requirements.

Curriculum Content

1

Module 1

- Introduction to course, legislation, and an overview of the PN class

Module 2

- PN class - Base nominations

Module 3

- PN class – Express entry nominations

Module 4

- Admissibility

Module 5

- Course conclusion

1

Training schedule

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
AM	MODULE 1: Introduction	MODULE 2 CONTINUED	MODULE 3: Continued	MODULE 4: Admissibility	COACHING
	MAIN BREAK				
PM	MODULE 2: BASE NOMINATIONS	MODULE 3 EXPRESS ENTRY	MODULE 4: INADMISSIBILITY	MODULE 5: COURSE CONCLUSION	COACHING
	END OF DAY				

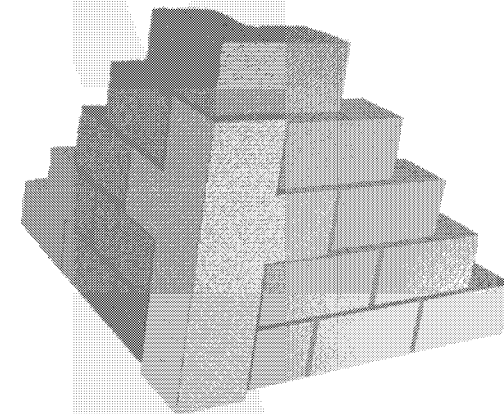
- ✓ Regular breaks
- ✓ Main break
- ✓ Virtual learning, group work, and self-learning

PNP – General Introduction

1

It is a cornerstone of IRPA that foreign nationals who wish to live permanently in Canada must do both of the following before coming to Canada:

- ✓ submit their application outside Canada
- ✓ qualify for and obtain a permanent resident visa



PNP – General introduction - A11(1)

1

A11(1)

A11(1) A foreign national must, **before entering** Canada, **apply** to an officer for a visa or for any **other document required by the regulations**. The visa or document may be issued if, following an **examination, the officer is satisfied** that the foreign national **is not inadmissible** and **meets the requirements** of this Act.

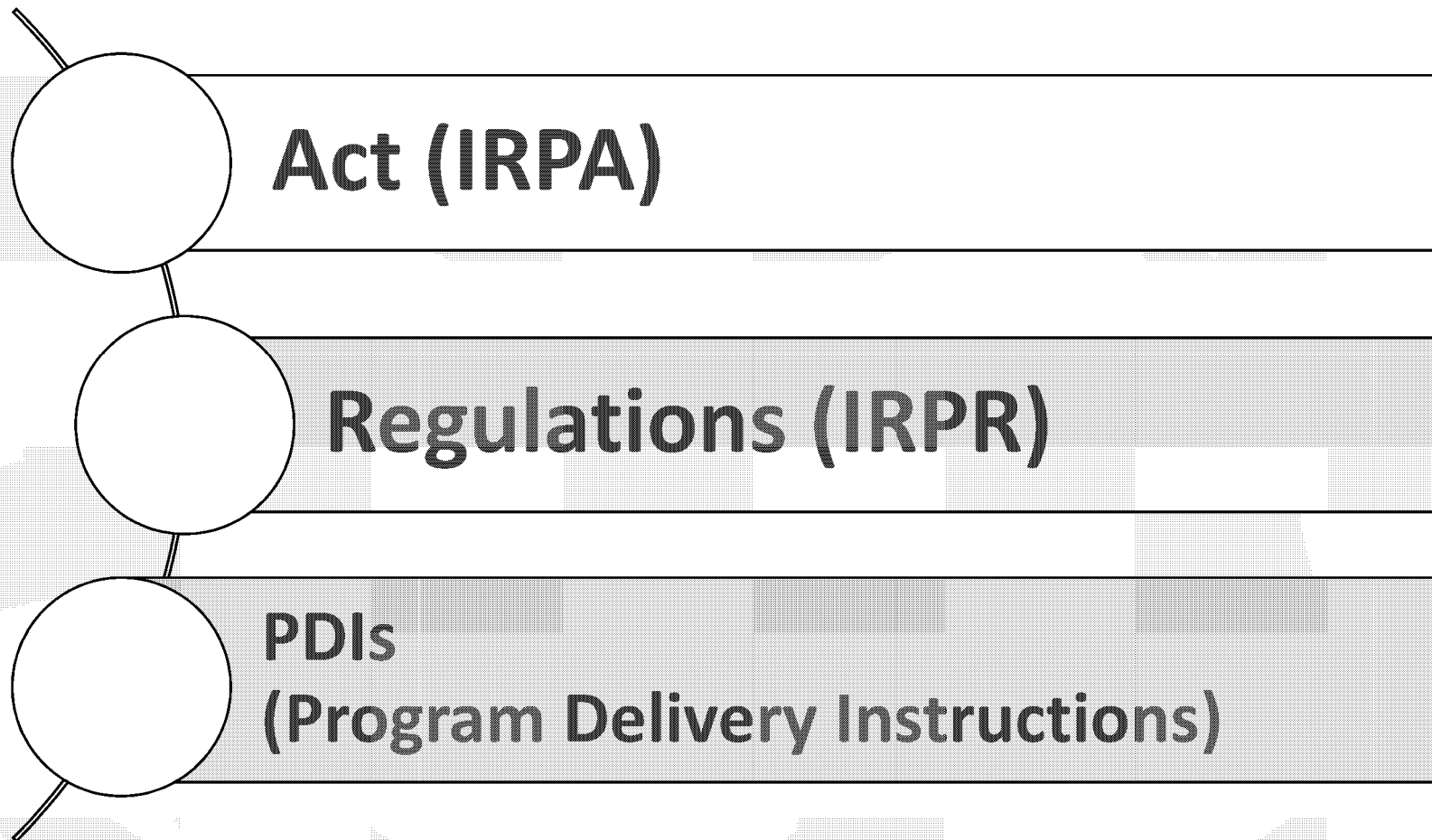
Legislation and Basic Principles



What are the **reference documents** a decision maker uses when assessing applications?

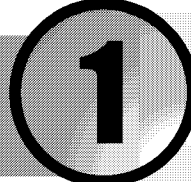
Reference Documents

What is the difference between ...



Where can you find the most recent versions of IRPA, IRPR, and PDIs?

Connexion – Location of IRPA, IRPR and PDIs – Step 1



Connexion

Search

- Program delivery** ▾
- Human resources ▾
- Communications ▾
- Information management and technologies ▾
- Administration ▾
- Finance ▾
- Travel, hospitality and conferences ▾
- Security and emergencies ▾
- Diversity, equity and inclusion ▾
- About IRCC ▾

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[Important updates to the Training Application Form](#)

[IRCC is refining its Departmental Anti-Racism Strategy and we want your input!](#)

[Watch colleagues represent our department at Expo 2020 Dubai in a panel discussion about finding durable solutions for refugees.](#)

[More announcements](#)



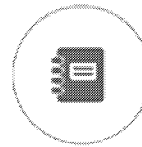
[Working during COVID-19](#)



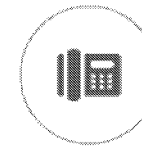
[GCMS](#)



[System Guides](#)



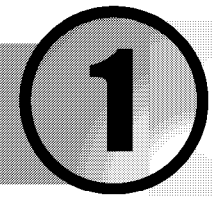
[Operational instructions](#)



[Contacts](#)



[Forms](#)



Connexion – Step 2 - Manuals

Connexion Search

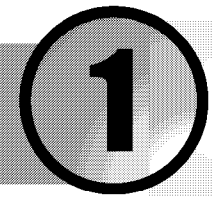
Program delivery | Human resources | Communications | Information management and technologies | Administration | Finance

- Temporary residence
- Permanent residence
- Citizenship
- Refugee protection
- Settlement and integration
- Risk assessment toolbox (RAT)
- Enforcement
- Standard requirements
- Service delivery
- Passport Program
- Manuals**
- Forms

Program delivery – More

[Working during COVID-19](#) | [GCMS](#) | [System Guides](#) | [Operational instructions](#) | [Contacts](#) | [Forms](#)

Connexion – Step 3 – Immigration Legislation (IL)



Connexion

- Program delivery ▾
- Human resources ▾
- Communications ▾
- Information management and technologies ▾
- Admin ▾
- Travel, hospitality and conferences ▾
- Security and emergencies ▾
- Diversity, equity and inclusion ▾
- About IRCC ▾

[Home](#)

[Forms](#)

[Medical requirements](#)

[INT Messages](#)

[Manuals](#)

[Operational bulletins \(OBs\)](#)

[Program integrity](#)

[Police certificates](#)

[Special event processing](#)

[System user guides](#)

[Templates](#)

[Webcart](#)

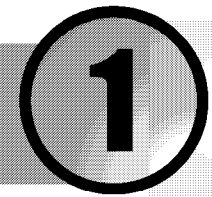
Manuals

You can use this page to find the departmental manuals you need to do your work.

- Many manual chapters have been modernized and are in the new [Program Delivery](#) Intranet. You can access modernized content using the Program Delivery drop down menu above general topics such as fees, medical and language requirements.

Operational manuals

- [Biometric Procedures](#)
- [Coding Manual \(COD\)](#)
- [Citizenship](#)
- [Enforcement \(ENF\)](#)
- [Temporary Foreign Worker Guidelines](#)
- [Immigration Legislation \(IL\)](#)**
- [Information Sharing \(IM\)](#)
- [Inland Processing \(IP\)](#)
- [Reference \(IR\)](#)
- [Overseas Processing \(OP\)](#)
- [Protected Persons](#)
- [Grants and Contributions Manual](#)
- The Grants and Contributions Manual chapters can also be accessed from the Home Office Grants and Contributions System (GCS) (**Ctrl+H for quick access**) by typing keyword Chapter 1).
- [Identity Management \(IM\)](#)



Connexion – Step 4 – You're Here!

Connexion

- Program delivery ▾
- Human resources ▾
- Communications ▾
- Information management and technology ▾
- Travel, hospitality and conferences ▾
- Security and emergencies ▾
- Diversity, equity and inclusion ▾

Home → [Operational Manuals](#)

- Forms
- Medical requirements
- INT Messages
- Manuals**
- Operational bulletins (OBs)
- Program integrity
- Police certificates
- Special event processing
- System user guides
- Templates
- Webcart

Immigration Legislation (IL)

IL 1	<i>Immigration and Refugee Protection Act</i>	
IL 2	<i>Immigration and Refugee Protection Regulations</i>	
IL 3	<i>Designation of Officers and Delegation of Authority</i>	
IL 4	Reserved for future use	
IL 5	Immigration Rules	
IL 6	Reserved for future use	
IL 7	Reserved for future use	
IL 8	Reserved for future use	
IL 9	<i>Official Languages Act</i>	
IL 10	Reserved for future use	

Connexion – PDIs – Step 1 – Program Delivery

Connexion Search

- Program delivery** ▾
- Human resources ▾
- Communications ▾
- Information management and technologies ▾
- Administration ▾
- Finance ▾
- Travel, hospitality and conferences ▾
- Security and emergencies ▾
- Diversity, equity and inclusion ▾
- About IRCC ▾

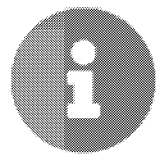
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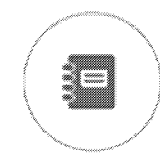
[Working during COVID-19](#)



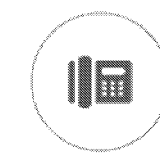
[GCMS](#)



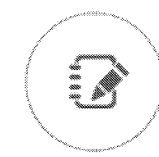
[System Guides](#)



[Operational instructions](#)



[Contacts](#)




[Forms](#)

Connexion – PDIs – Step 2 – Permanent Residence



Connexion Search

- Program delivery
 - Human resources ▾
 - Communications ▾
 - Information management and technologies ▾
 - Administration ▾
 - Finance ▾
- Temporary residence
 - Permanent residence**
 - Citizenship
 - Refugee protection
 - Settlement and integration
 - Risk assessment toolbox (RAT)
 - Enforcement
 - Standard requirements
 - Service delivery
 - Passport Program
 - Manuals
 - Forms
 - Program delivery – More



[Working during COVID-19](#)

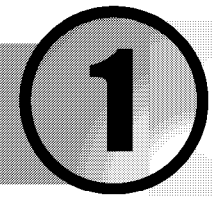

[GCMS](#)


[System Guides](#)


[Operational instructions](#)


[Contacts](#)


[Forms](#)



Connexion – PDIs – Step 3 – Economic Classes

Connexion Search

- Program delivery ▾
- Human resources ▾
- Communications ▾
- Information management and technologies ▾
- Administration ▾
- Finance ▾
- Travel, hospitality and conferences ▾
- Security and emergencies ▾
- Diversity, equity and inclusion ▾
- About IRCC ▾

Home

Program Delivery Instructions

- Table of Contents
- Economic classes**
- Non-economic classes
- PR card and status
- Legal references
- Forms
- Glossary
- Contacts

Permanent resident program

Special measures are currently in effect due to the disruption of services associated with impacts of the novel coronavirus (COVID-19). See further instructions:

- [COVID-19 – Program delivery instructions](#)

Immigration, Refugees and Citizenship Canada facilitates the entry of permanent residents in a way that maximizes their economic, social, and cultural contribution to Canada while at the same time protecting the health, safety, and security of Canadians.

Economic classes

[Instructions for processing applications submitted under economic classes, for which applicants are selected on the basis of their ability to become economically established in Canada](#)

- Federal skilled workers
- Quebec skilled workers
- Provincial nominees
- Entrepreneurs and self-employed persons
- Canadian experience class
- Federal skilled trades class

Updates

[March 22, 2022](#) – Ukraine special measures

[March 17, 2022](#) – Facilitative measures to support those affected by the crisis in Afghanistan

[March 11, 2022](#) – Humanitarian and compassionate (H&C) considerations for applicants in the spouse or common-law partner in Canada class

[See all](#)

Connexion – PDIs – Step 4 – PNP PDI – You're Here! **1**

Connexion Search

- Program delivery ▾
- Human resources ▾
- Communications ▾
- Information management and technologies ▾
- Administration ▾
- Finance ▾
- Travel, hospitality and conferences ▾
- Security and emergencies ▾
- Diversity, equity and inclusion ▾
- About IRCC ▾

Home → [Permanent residence](#)

Program Delivery Instructions

- Table of Contents
- Economic classes**
- Non-economic classes
- PR card and status
- Legal references
- Forms
- Glossary
- Contacts

Permanent resident program: Economic classes

Special measures are currently in effect due to the disruption of services associated with impacts of the novel coronavirus (COVID-19). See further instructions:

- [COVID-19 – Program delivery instructions](#)

This section provides instructions for processing applications submitted under economic classes, for which applicants are selected on the basis of their ability to become economically established in Canada.

All economic classes are subject to the definition of a dependent child.

Classes

- [Federal skilled workers \(FSW\)](#)
- [Canadian experience class \(CEC\)](#)
- [Federal skilled trades \(FST\)](#)
- [Start-up business class](#)
- [Investors \(OP 9\)](#)
- [Entrepreneurs and self-employed persons \(OP 8, IP 7\)](#)
- [Self-employed persons class](#)
- [Quebec Economic Classes](#)
- [Provincial nominees](#)**
- [Atlantic Immigration Pilot Programs](#)
- [Caregiver classes](#)
- [Rural and Northern Immigration Pilot Program](#)

Updates

- [March 22, 2022 – Ukraine special measures](#)
- [March 17, 2022 – Facilitative measures to support those affected by the crisis in Afghanistan](#)
- [March 11, 2022 – Humanitarian and compassionate \(H&C\) considerations for applicants in the spouse or common-law partner in Canada class](#)

[See all](#)

IRPA Objectives – Immigration – A3(1)(a)-(c) **1**

Objectives — immigration

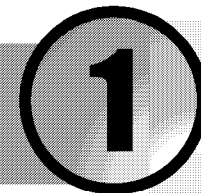
3 (1) The objectives of this Act with respect to immigration are

(a) to permit Canada to pursue the maximum social, cultural and economic benefits of immigration;

(b) to enrich and strengthen the social and cultural fabric of Canadian society, while respecting the federal, bilingual and multicultural character of Canada;

(b.1) to support and assist the development of minority official languages communities in Canada;

(c) to support the development of a strong and prosperous Canadian economy, in which the benefits of immigration are shared across all regions of Canada;



IRPA Objectives – Immigration – A3(1)(d)-(f.1)

Objectives — immigration

3 (1) The objectives of this Act with respect to immigration are

(d) to see that families are reunited in Canada;

(e) to promote the successful integration of permanent residents into Canada, while recognizing that integration involves mutual obligations for new immigrants and Canadian society;

(f) to support, by means of consistent standards and prompt processing, the attainment of immigration goals established by the Government of Canada in consultation with the provinces;

(f.1) to maintain, through the establishment of fair and efficient procedures, the integrity of the Canadian immigration system;

IRPA Objectives – Immigration – A3(1)(g)-(j)

1

Objectives – immigration

3 (1) The objectives of this Act with respect to immigration are

(g) to facilitate the entry of visitors, students and temporary workers for purposes such as trade, commerce, tourism, international understanding and cultural, educational and scientific activities;

(h) to protect public health and safety and to maintain the security of Canadian society;

(i) to promote international justice and security by fostering respect for human rights and by denying access to Canadian territory to persons who are criminals or security risks; and

(j) to work in cooperation with the provinces to secure better recognition of the foreign credentials of permanent residents and their more rapid integration into society.

IRPA – A11(1) – The Officer

1

Application before entering Canada

11 (1) A foreign national must, before entering Canada, apply to an officer for a visa or for any other document required by the regulations. The visa or document may be issued if, following an examination, ***the officer*** is satisfied that the foreign national is not inadmissible and meets the requirements of this Act.

A6 – Designation & Delegation of Officers

1

Designation of officers

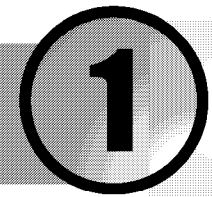
A6 (1) The Minister may designate any persons or class of persons as officers to carry out any purpose of any provision of this Act, and shall specify the powers and duties of the officers so designated.

Delegation of powers

A6 (2) Anything that may be done by the Minister under this Act may be done by a person that the Minister authorizes in writing, without proof of the authenticity of the authorization.



Some powers are designated, other are delegated...



Operational Manuals – IL3

Connexion

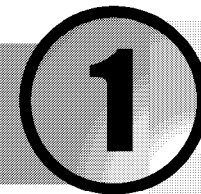
- Program delivery ▾
- Human resources ▾
- Communications ▾
- Information management and technology ▾
- Travel, hospitality and conferences ▾
- Security and emergencies ▾
- Diversity, equity and inclusion ▾

Home → [Operational Manuals](#)

- Forms
- Medical requirements
- INT Messages
- Manuals**
- Operational bulletins (OBs)
- Program integrity
- Police certificates
- Special event processing
- System user guides
- Templates
- Webcart

Immigration Legislation (IL)

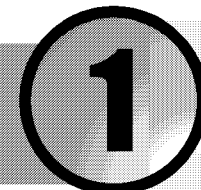
IL 1	<i>Immigration and Refugee Protection Act</i>
IL 2	<i>Immigration and Refugee Protection Regulations</i>
IL 3	<i>Designation of Officers and Delegation of Authority</i>
IL 4	Reserved for future use
IL 5	Immigration Rules
IL 6	Reserved for future use
IL 7	Reserved for future use
IL 8	Reserved for future use
IL 9	<i>Official Languages Act</i>
IL 10	Reserved for future use



IL3 - Designation

IL 3 – Designation of Officers and Delegation of Authority

A **designation** is made when the word “**officer**” is found in the Act or the Regulations. Since “**officer**” is not defined under the Act or the Regulations, the Instrument of Designation and Delegation (IDD) specifies to which officer(s) the Act or the Regulations refers in the context of one or more specific provisions of the legislation.



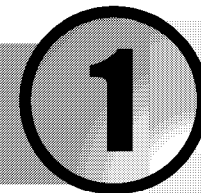
Example of Designation of Authority - TRP

Example of Designation of Authority:

Temporary resident permit

A24 (1) A foreign national who, in the opinion of an **officer**, is inadmissible or does not meet the requirements of this Act becomes a temporary resident if an **officer** is of the opinion that it is justified in the circumstances and issues a temporary resident permit, which may be cancelled at any time.

IL 3 will indicate if you have the designated authority to issue a TRP.



Example TRP – IL3 – item 104

Example of Designation of Authority:

IL3 - item 104:

A24(1)

Designation – Form an opinion whether it is justified in the circumstances to issue a temporary resident permit to a foreign national who does not meet the requirements of the Act, or who is inadmissible on grounds of serious criminality or health grounds; issue a temporary resident permit or refuse to issue one.

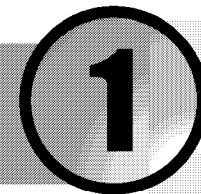


Example of Designation of Authority – Who?

Example of Designation of Authority:

IL3 - item 104

Case Management Branch:	Immigration Program Guidance Branch:	Domestic Network:	Centralized Network: Operations Manager	International Network:
Director Assistant Director Senior Decision Maker	Director General Director Assistant Director	Manager	CI Case Processing Officer Program Specialist Project Manager Manager, Program support Manager, Permanent Resident Card Document Centre	Migration Program Manager



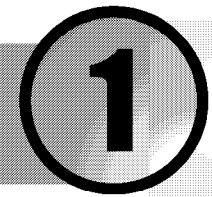
Delegation of authority

IL 3 – Designation of Officers and Delegation of Authority

A **ministerial delegation**, in the context IRPA and the Regulations, is the written authorization by the Minister by virtue of which the delegated persons are authorized to do anything that may be done by the Minister under the Act or the Regulations.

For the most part, every time the word “Minister” is found in the Act or the Regulations, there will be, associated to those references, authorities capable of being delegated.

However, there are some powers, such as those specified under section 6(3) of the Act, which the Minister cannot delegate.



Example of Delegation of Authority – H&C

Example of Delegation of Authority:

Humanitarian and compassionate considerations — Minister's own initiative

A25.1 (1) The **Minister** may, on the Minister's own initiative, examine the circumstances concerning a foreign national who is inadmissible — other than under section 34, 35 or 37 — or who does not meet the requirements of this Act and may grant the foreign national permanent resident status or an exemption from any applicable criteria or obligations of this Act if the **Minister** is of the opinion that it is justified by humanitarian and compassionate considerations relating to the foreign national, taking into account the best interests of a child directly affected.

IL 3 will indicate if you have the **delegated authority** to grant or refuse H&C.

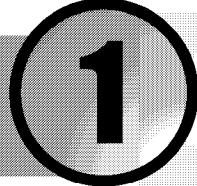
Example H&C – IL3 – item 68

Example of Delegation of Authority:

IL3 – item 68

A25(1), A25.1(1)

Delegation – Where a foreign national does not meet the requirements of this Act or is inadmissible on grounds of criminality, financial reasons, misrepresentation, non-compliance with the Act or by reason of an inadmissible family member, on request or on Minister's own initiative, grant permanent resident status or an exemption from any applicable criteria or obligations of the Act if it is justified by humanitarian or compassionate considerations relating to the foreign national, taking into account the best interest of a child directly affected and impose any prescribed conditions.



Example of Delegation of Authority – Who?

Example of Delegation of Authority:

IL3 – item 68

Case Management Branch:

Director

Assistant Director

Senior Decision Maker

Domestic Network:

CI Case Processing Officer

Senior Immigration Officer

Centralized Network:

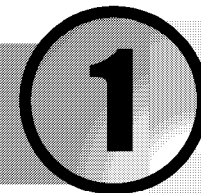
CI Case Processing Officer

Information Sharing Officer

Team Leader

International Network:

Unit Manager



A15 & A16 – Fundamental IRPA Sections

Examination by officer

15 (1) An officer is authorized to proceed with an examination **if a person makes an application to the officer** in accordance with this Act or if an application is made under subsection 11(1.01).

Obligation — answer truthfully

16 (1) A person who makes an application must **answer truthfully** all questions put to them for the purpose of the examination and must **produce** a visa and all relevant evidence and documents that the officer **reasonably** requires.

Obligation — appear for examination

(1.1) A person who makes an **application must, on request of an officer, appear for an examination.**

Obligation — relevant evidence

(2) In the case of a foreign national,

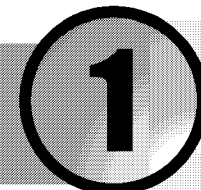
(a) the relevant evidence referred to in subsection (1) **includes photographic and fingerprint evidence;** and

(b) subject to the regulations, **the foreign national must submit to a medical examination.**

A11 (1) – Not Inadmissible

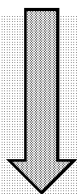
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A11(1) *A foreign national must, before entering Canada, apply to an officer for a visa or for any other document required by the regulations. The visa or document may be issued if, following an examination, the officer is satisfied that the foreign national is not inadmissible and meets the requirements of this Act.*



A11 - Inadmissible

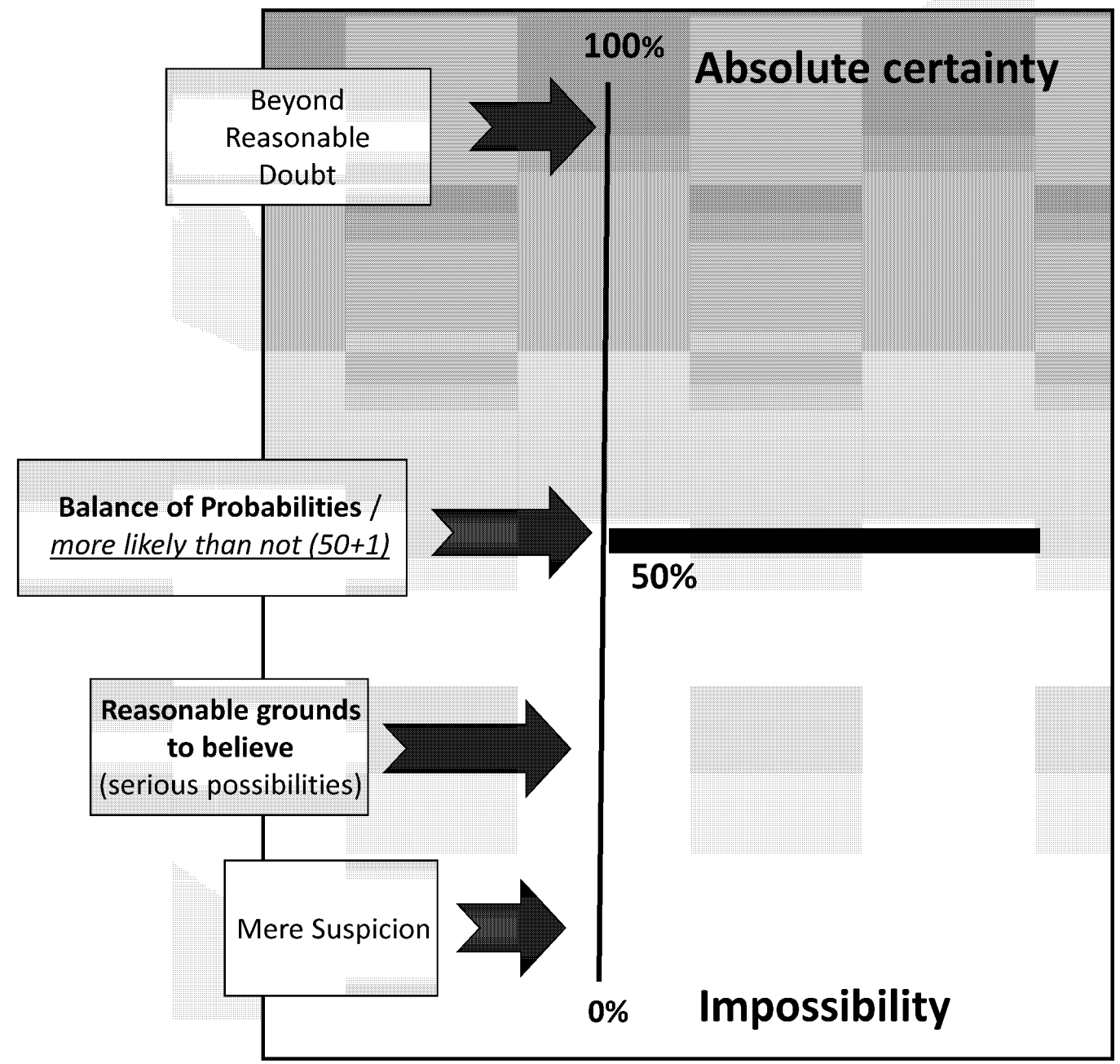
A11: The officer is satisfied (*on balance*) that the foreign national is not inadmissible and meets the requirements of this Act.



- A33** *Rules of interpretation*
- A34** Security
- A35** Human or international rights violations
- A36** Criminality
- A37** Organized criminality
- A38** Health grounds
- A39** Financial reasons
- A40** Misrepresentation
- A41** Non-compliance with Act
- A42** Inadmissible family member

A11 - Inadmissible

The Standard of Proof Continuum



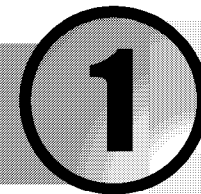
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Module 1 – Balance of probabilities

A11:

The officer is satisfied (*on a balance of probabilities*), that the foreign national is **not inadmissible** {...}

(not a criminal (A36), a terrorist (A34), etc.)



Module 1 – Rules of interpretation

A33 - Rules of interpretation

The facts that constitute inadmissibility under sections 34 to 37 include facts arising from omissions and, unless otherwise provided, include facts for which there are reasonable grounds to believe that they have occurred, are occurring, or may occur.

1

Module 1 – A33 & Standard of Proof

A33 - Rules of interpretation

- A34 Security
- A35 Human or international rights violations
- A36 Criminality
- A37 Organized criminality

Reasonable grounds to believe



- A38 Health grounds
- A39 Financial reasons
- A40 Misrepresentation
- A41 Non-compliance with Act
- A42 Inadmissible family member

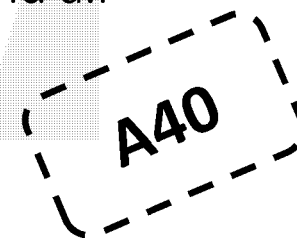
Balance of probabilities

1

A16 – Answer truthfully

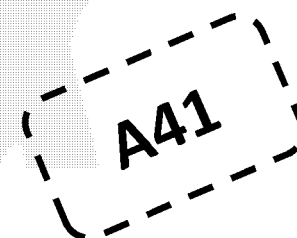
Obligation — answer truthfully

16 (1) A person who makes an application must **answer truthfully** all questions put to them for the purpose of the examination and must **produce** a visa and all relevant evidence and documents that the officer **reasonably** requires.



Obligation — appear for examination

(1.1) A person who makes an **application must, on request of an officer, appear for an examination.**



Obligation — relevant evidence

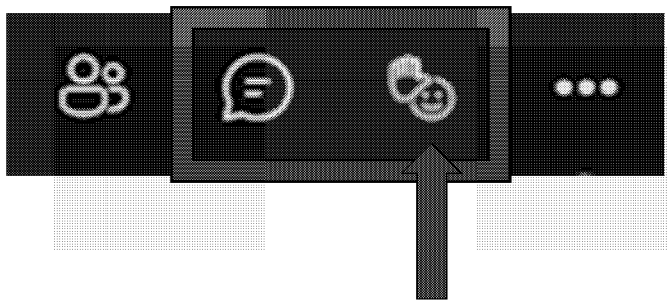
- (2)** In the case of a foreign national,
- (a)** the relevant evidence referred to in subsection (1) **includes photographic and fingerprint evidence;** and
 - (b)** subject to the regulations, **the foreign national must submit to a medical examination.**

Do you have any questions?

1



Please raise your hand if you have any questions 🙋 !



Module 1 – Family Member – R1(3) - Definition

1

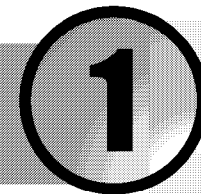
R1(3) - Definition of *family member*

(3) For the purposes of the Act, other than section 12 and paragraph 38(2)(d), and for the purposes of these Regulations, other than paragraph 7.1(3)(a) and sections 159.1 and 159.5, *family member* in respect of a person means

 **(a) the spouse or common-law partner of the person;**

(b) a dependent child of the person or of the person's spouse or common-law partner; and

(c) a dependent child of a dependent child referred to in paragraph (b).



Module 1 – Family Member – Spouse

R2 - definition

Marriage, in respect of a marriage that took place outside Canada, means a marriage that is valid both under the laws of the jurisdiction where it took place and under Canadian law.

R5 – exclusions

- Spouse/common law partner (CLP) is under 18 years of age
- Applicant and/or Spouse/CLP was the spouse of someone else at the time of marriage
- Spouse/CLP has lived separate and apart from the applicant for 1+ year AND is the CLP of another person
- Applicant/spouse/CLP if one was not physically present at marriage ceremony
 - Exception: Serving in the Canadian Forces AND the marriage was valid in the jurisdiction and in Canadian law

Module 1 – Family Member – Common-Law

1

R1(1)

Common-law partner means, in relation to a person, an individual who is cohabiting with the person in a conjugal relationship, having so cohabited for a period of at least one year. (*conjoint de fait*)

R1(2)

Conjugal partner means, in relation to a sponsor, a foreign national residing outside Canada who is in a conjugal relationship with the sponsor and has been in that relationship for a period of at least one year. (*partenaire conjugal*)

Module 1 – Family Member – R4 - Bad Faith

1

R4(1)

4 (1) For the purposes of these Regulations, a foreign national shall not be considered a spouse, a common-law partner or a conjugal partner of a person if the marriage, common-law partnership or conjugal partnership

(a) was entered into primarily for the purpose of acquiring any status or privilege under the Act; or

(b) is not genuine.

Module 1 – R3 – Definition of Family Member

1

R3 - Definition of *family member*

(3) For the purposes of the Act, other than section 12 and paragraph 38(2)(d), and for the purposes of these Regulations, other than paragraph 7.1(3)(a) and sections 159.1 and 159.5, *family member* in respect of a person means

(a) the spouse or common-law partner of the person;

 **(b) a dependent child of the person or of the person's spouse or common-law partner; and**

(c) a dependent child of a dependent child referred to in paragraph (b).

Module 1 - Family Member - R2 - Dependent Child

1

R2

Dependent child, in respect of a parent, means a child who

- (a) has one of the following relationships with the parent, namely,**
 - (i) is the biological child of the parent, if the child has not been adopted by a person other than the spouse or common-law partner of the parent, or**
 - (ii) is the adopted child of the parent; and.....**

- (b) is in one of the following situations of dependency, namely,**
 - (i) is less than 22 years of age and is not a spouse or common-law partner, or**
 - (ii) is 22 years of age or older and has depended substantially on the financial support of the parent since before attaining the age of 22 years and is unable to be financially self-supporting due to a physical or mental condition.**

Module 1 – Family member – R3(c)

Definition of *family member*

(3) For the purposes of the Act, other than section 12 and paragraph 38(2)(d), and for the purposes of these Regulations, other than paragraph 7.1(3)(a) and sections 159.1 and 159.5, *family member* in respect of a person means

(a) the spouse or common-law partner of the person;

(b) a dependent child of the person or of the person's spouse or common-law partner; and

 **(c) a dependent child of a dependent child referred to in paragraph (b).**

Module 1 – Family Member – Quiz!

It's time to play.....

Are they a dependent?

- 6 questions
- Yes/No answers
- Are they an eligible dependent per the Act/Regulations?



Module 1 – Family Member – Quiz!

Are they a dependent?

Question 1

The applicant's 21 year old child who attends school full time.



Yes, they are a dependent

Module 1 – Family Member – Quiz!

Are they a dependent?

Question 2

The applicant's 21 year old child who attends school full time with their 20 year old spouse.



No, they are not a dependent

Module 1 – Family Member – Quiz!

Are they a dependent?

Question 3

The applicant's 79 year old widowed mother, who lives with the applicant.



No, they are not a dependent

1

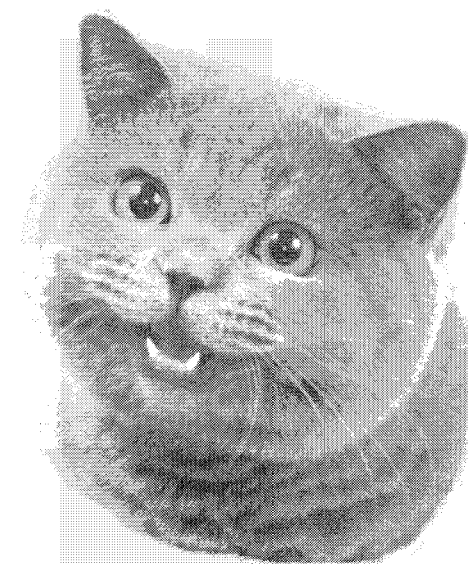
Module 1 – Family Member – Quiz!

Are they a dependent?

Question 4

The applicant's 10 year old niece.

No, they are not a dependent



Module 1 – Family Member – Quiz!

Are they a dependent?

Question 5

The applicant's 10 year old niece who they legally adopted 2 years ago.



Yes, they are a dependent

Module 1 – Family Member – Quiz!

Are they a dependent?

Question 6

The applicant's boyfriend. They don't live together, but they plan to get married once they land in Canada.



No, they are not a dependent

1

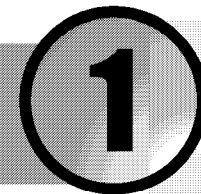
Module 1 – Family Member – R10 & R30

10(2) The application shall, unless otherwise provided by these Regulations, (a) contain the name, birth date, address, nationality and immigration status of the applicant and of **all family members of the applicant, whether accompanying or not**, and a statement whether the applicant or any of the family members is the spouse, common-law partner or conjugal partner of another person

30(1) For the purposes of paragraph 16(2)(b) of the Act, the following foreign nationals are exempt from the requirement to submit to a medical examination:

(a) foreign nationals other than

repealed
~~(i) subject to paragraph (g),~~ foreign nationals who are applying for a permanent resident visa or applying to remain in Canada as a permanent resident, as well as their **family members**, whether accompanying or not,



Module 1 – Family member – R70 & A42

70(4) A foreign national who is an accompanying **family member** of a foreign national who is issued a permanent resident visa shall be issued a permanent resident visa if, following an examination, it is established that

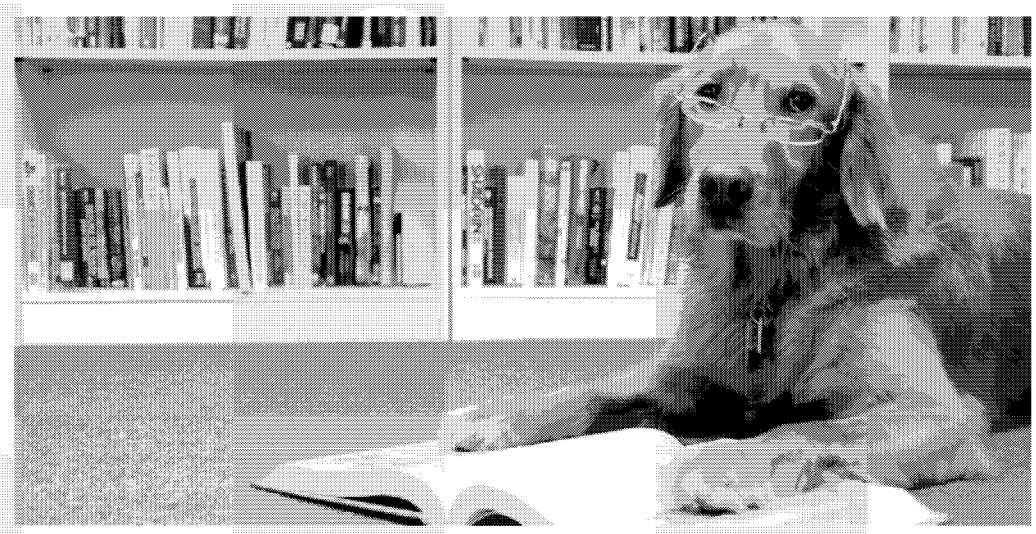
- (a) the accompanying **family member** is not inadmissible; and
- (b) in the case of a family member who intends to reside in the Province of Quebec and is not a member of the family class, the competent authority of that Province is of the opinion that the family member complies with the provincial selection criteria.

A42 (1) A foreign national, other than a protected person, is inadmissible on grounds of an inadmissible **family member** if

- (a) their accompanying family member or, in prescribed circumstances, their non-accompanying family member is inadmissible; or
- (b) they are an accompanying family member of an inadmissible person

Self Learning – NOC - Overview

- ✓ Self Learning
- ✓ Read Document 9 – National Occupational Classification (NOC) to Document 11 – NOC Matrix
- ✓ 10 minutes to read the documents



Virtual Class – Welcome Back!

3



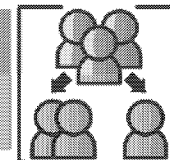
Please raise your hand  **when you are ready to begin.**

A Closer Look at the NOC Description

3

NOC 1411 General Office Worker Skill Level C	NOC 1241 Administrative Assistant Skill Level B
<ul style="list-style-type: none"> • Send and receive messages and documents using fax machine or electronic mail • May perform basic bookkeeping tasks such as preparing invoices and bank deposits • Photocopy and collate documents for distribution, mailing and filing • Maintain inventory of office supplies, order supplies as required and arrange for servicing of office equipment • Process incoming and outgoing mail, manually or electronically • Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases 	<ul style="list-style-type: none"> • Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related material from machine dictation and handwritten copy • Open and distribute incoming regular and electronic mail and other material and coordinate the flow of information internally and with other departments and organizations • Order office supplies and maintain inventory • Determine and establish office procedures • May supervise and train office staff in procedures and in use of current software

Exercise – Verify the Occupational Group



Refer to **Document 12 – Verify the Occupational Group** in your participant's guide.

Exercise: Breakout Rooms

Instructions: Read the assigned scenarios and determine whether the applicants have provided the correct occupational groups for their skill level using the National Occupation Classification (NOC) System.

Time: 25 minutes

Virtual Class – Welcome Back!

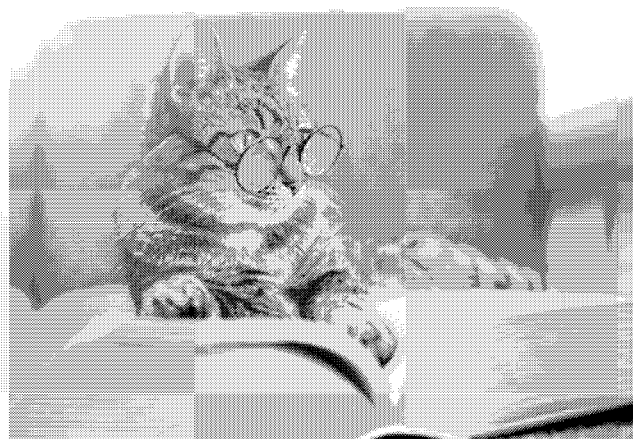
3



Please raise your hand  **when you are ready to begin.**

Self Learning – PNP - Overview

- ✓ Self Learning
- ✓ Read Document 13 – Provincial Nominee Program
- ✓ 10 minutes to read the document
- ✓ 10 minute break
- ✓ Back in 20 minutes

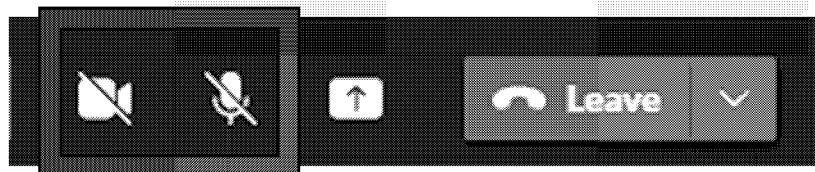


Welcome Back to the Virtual Classroom!

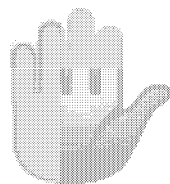
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Reminder:

- Put yourself on mute when you are no longer speaking.



- Raise your hand if you have a question.

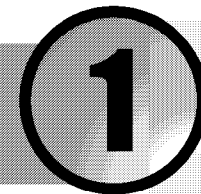


- If you need to step away from the computer, please send us an MS Teams message or email.

Provincial Nominee Program - Overview

- **Canada has bilateral agreements with provinces and territories (“PTs”) to allow them to nominate individuals for PR**
 - **Except for Nunavut and Québec**
- **PTs assess individuals for ability to contribute to economic growth and development in the province and territories.**



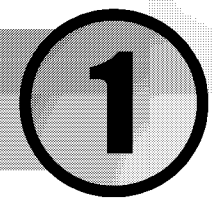


Provincial Nominee Program – PTs' Role

- ✓ Authority and responsibility to establish their own criteria for nomination
- ✓ Issue a Provincial Nominee Certificate

A nomination → PT has conducted an assessment and determined that the candidate:

- met program requirements of the P/T;
- intends to reside in the nominating P/T, and
- has a strong likelihood of becoming economically established in Canada



Provincial Nomination Certificates



Alberta Immigrant Nominee Program
 Government of Alberta
 Suite 947, 4th Floor North Tower
 10025 Jasper Avenue
 Edmonton, Alberta, T5J 1S6
 Canada
www.alberta.ca/ainp

31-May-18
 [Redacted]
 [Redacted]
 Canada

CONFIRMATION OF NOMINATION

NOMINEE NAME [Redacted] HAN	PROV./TERR. STREAM WORKER – NO JOB OFFER
DATE OF BIRTH [Redacted]	PROV./TERR. REFERENCE # (IF APPLICABLE)
NOMINATION CERTIFICATE # [Redacted]	EMPLOYER (IF APPLICABLE)
DATE APPLICATION RECEIVED BY PROV./TERR. 17-NOV-17	NAME OF OCCUPATION AND NOC ADMINISTRATIVE ASSISTANT 1241 – ADMINISTRATIVE ASSISTANTS
DATE NOMINATION ISSUED 31-MAY-18	RESTRICTIONS ON EMPLOYMENT NO
DATE NOMINATION WILL EXPIRE 27-NOV-18	ORIGINAL NOMINATION OR EXTENSION ORIGINAL NOMINATION

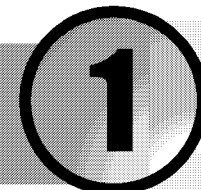
This letter confirms that you have been nominated for the Provincial Nominee Program. You must apply to Immigration, Refugees and Citizenship Canada (IRCC) using a paper application form. Please note this nomination is not valid for Express Entry.

Visit IRCC's website (www.canada.ca/en/services/immigration-citizenship.html) to access instructions and forms for applying for permanent residence. IRCC must receive your complete application before the nomination certificate expiry date of 27-Nov-18.

Send a copy of this letter along with your complete application for permanent residence to the Centralized Intake Office at one of the addresses below:

<p>Regular Mail: Immigration, Refugees and Citizenship Canada Provincial Nominee Program Centralized Intake Office PO Box 1450 Sydney, NS B1P 6K5 Canada</p>	<p>Courier Address: Immigration, Refugees and Citizenship Canada Provincial Nominee Program Centralized Intake Office 49 Dorchester Street Sydney, NS B1P 5Z2 Canada</p>
---	---

This letter is electronically generated and does not require a signature.
 NOTE: This nomination does not guarantee that you will receive permanent resident status. Alberta may withdraw this nomination at any time if you no longer meet the conditions of nomination or if you provided false or misleading information in your provincial nomination application.



Provincial Nominee Program – IRCC's Role

- ✓ assessing the applicant's eligibility for the Provincial Nominee class;
- ✓ assessing that the applicant meets the program requirements of at least one of the federal economic immigration programs;
- ✓ assessing factors related to A11.2;
- ✓ assessing the applicant's admissibility;
- ✓ making a final decision on the application for permanent residence.

Provincial Nominee Program – Target Applicants

1

This program targets foreign nationals who:

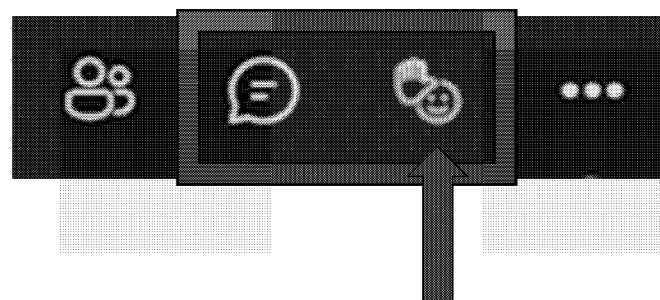
- ✓ have the skills, education and work experience to contribute to the economy of a specific province or territory
- ✓ want to live in that province
- ✓ want to become permanent residents of Canada

Do you have any questions?

1



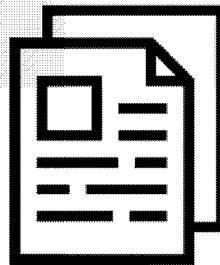
Please raise your hand if you have any questions 🙋 !



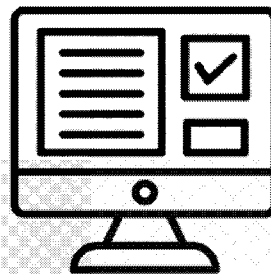
Provincial Nominee Program – 2 Processes

1

- Base nominations (“paper applications”)



- Express Entry nominations (“enhanced applications”)



PNP – Base Nominations (Paper)

1

➤ Base nominations (“paper applications”)

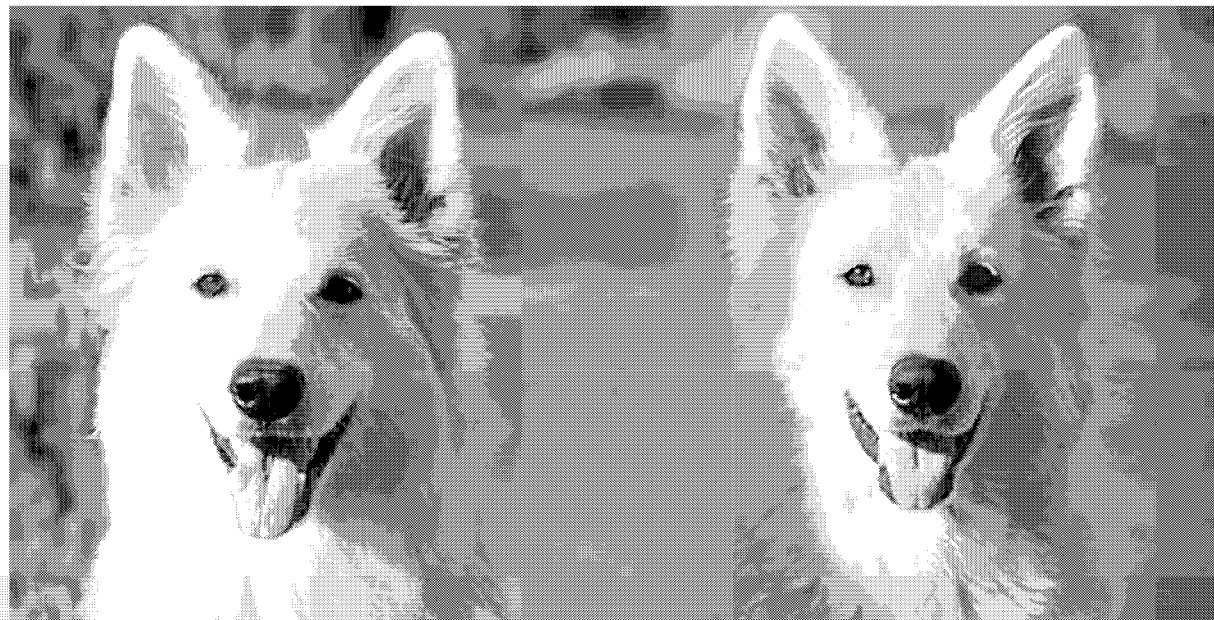
- ✓ *Apply under non-EE stream*
- ✓ *Meet eligibility requirements of nominating PT*
- ✓ *Submit a paper application form for PR to IRCC*

PNP – Express Entry (Enhanced Applications) **1**

- Express Entry nominations (“enhanced applications”)
 - ✓ *Apply for nomination/be selected by PT for an EE nomination*
 - ✓ *Create an Express Entry profile online*
 - ✓ *Submit EE profile*
 - ✓ *Meet the MEC*
 - ✓ *When invited to apply, submit e-application*

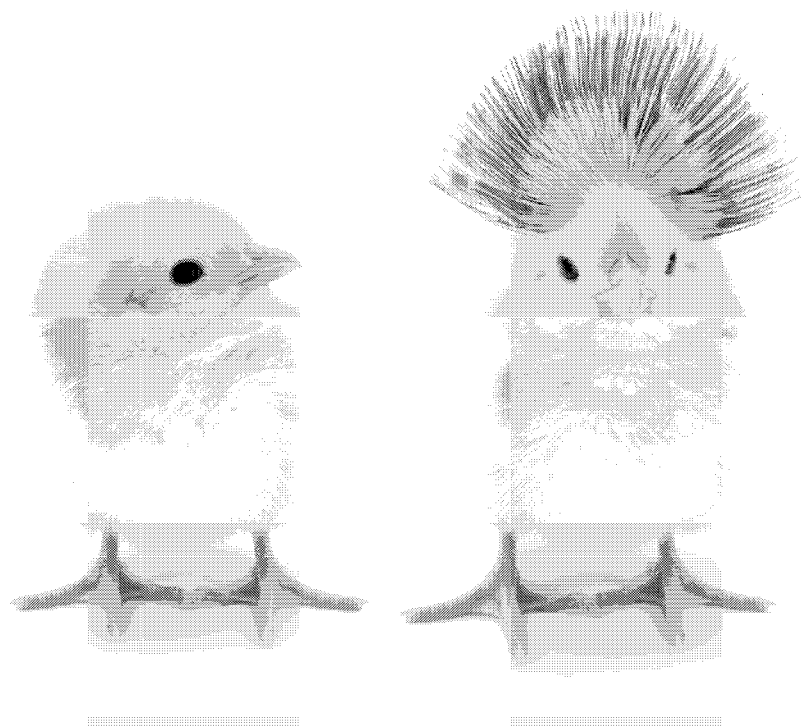
PNP – Base vs EE - Similar

How are the base and express entry processes similar?



PNP – Base vs EE - Different

How are the base and express entry processes different?



1

Provincial Nominee Program – Where?

Which provinces and territories presently have PNP programs available?



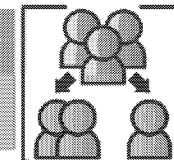
1

Provincial Nominee Program – Here!

Which provinces and territories presently have PNP programs available?

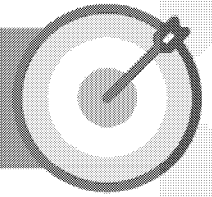


Breakout session – PTs Programs



Refer to Document 14 – Provincial Nominee Program Activity in your participant guide.

- In your group, review the assigned province/territory's PN program and prepare a short (2-3 min) presentation that your group will present in plenary.
- Your presentations can include the types of programs being offered under the PNP stream, what are some basic eligibility requirements, do they have both base and express entry streams etc...
- Refer to the links in chat
- You will have 20 minutes to complete the activity.

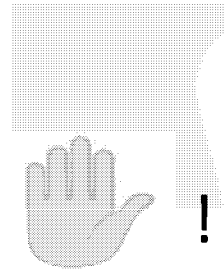
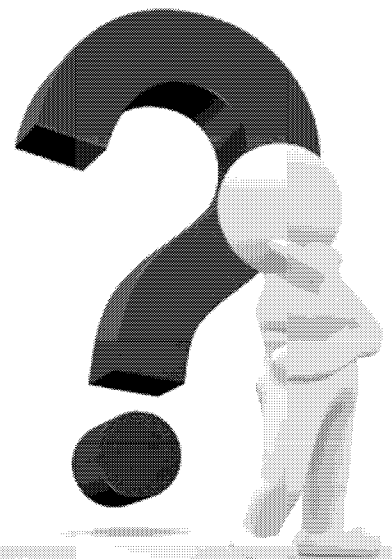


Module Objective - Revisited

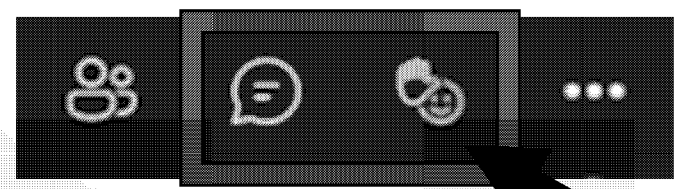
Introduce participants the Provincial Nominee Program (PNP) course curriculum goals, course content and the Provincial Nominee Class (Base and Enhanced Nominations).

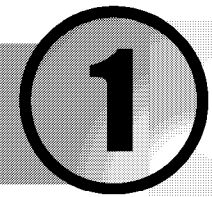


Do you have any questions?



Please raise your hand if you have any questions !





End of Module 1



MODULE 1 – INTRODUCTION TO COURSE AND IRPA – ANSWER GUIDE

DOCUMENT 12 – VERIFY THE OCCUPATIONAL GROUP

MODULE 1 – DOCUMENT 12 – VERIFY THE OCCUPATIONAL GROUP

SCENARIO 1

The applicant is a single 41 year old male from the USA, residing in Ontario. They declare their primary occupation as Cafeteria Supervisor (NOC V2021: 62020 / V2016: 6311 (B)). They are applying to be a member of the Express Entry PNP Federal Skilled Worker Class.

Analyst Recommendation: Approval

Summary Notes: Employment letter confirms 6 years full-time work experience with Seneca College. Employer provides job description. No concerns regarding employer.

e-Doc# 123456789: (excerpt of job description)

The applicant is the Cafeteria Supervisor for our Main Cafeteria. Their primary responsibility is to supervise, direct and co-ordinate the activities of workers who prepare, portion, and serve food. They have been employed with Kentucky College for the past 6 years.

Main Duties:

- Supervise, co-ordinate and schedule the activities of staff who prepare, portion and serve food
- Estimate and order ingredients and supplies required for meal preparation
- Establish work schedules and procedures
- Maintain records of stock, repairs, sales and wastage
- Train staff in job duties, and sanitation and safety procedures
- Ensure that food and service meet quality control standards
- Plan cafeteria menus.

Based on your findings, did the applicant use the correct NOC code for the declared primary occupation? Please provide your explanation.

Answer:

A review of the job description is consistent with the lead statement and main duties of the applicant's declared occupation. As such, the applicant did use the correct NOC code for his primary occupation.

SCENARIO 2

The applicants are principal applicant 31 year-old. Diana TELAN from Philippines and her spouse Drew. Diana's declared primary occupation is Contact Centre Supervisor (NOC V2021: 62023 / V2016: 6314 (B)). They are applying as members of the Express Entry PNP Federal Skilled Worker Class.

Analyst Recommendation: Review Required

Summary Notes: Employment letter confirms 5 years full-time work experience with Bell MTS telecommunications services in Winnipeg, Manitoba. Employer provides job description. Web search confirms employer. Review duties.

e-Doc# 123456789: (excerpt of job description)

Mrs. Telan has been employed as the Complaints Leader Representative of her team at Bell MTS for the past 5 years. She leads her team and is the primary contact to our customers as she answers enquiries and provides information on our goods and services.

Main Duties:

- Answer enquiries from customers
- Investigate complaints regarding our goods, services and policies
- Arrange for refunds, exchange and credit for returned merchandise
- Receive account payments
- Receive credit and employment applications

Based on your findings, did the applicant use the correct NOC code for the declared primary occupation? Please provide your explanation.

Answer:

A review of the job description is not consistent with the lead statement and main duties of the applicant's declared occupation. I find the job description is consistent with the occupation of a Complaints Clerk – Customer Service (NOC V2021: 64409 / V2016: 6552 (C)). The applicant's duties do not resemble those of a Leader position.

SCENARIO 3

The principal applicant Harman GUPTA and his wife JEENA are applying as members of the Express Entry PNP Federal Skilled Worker Class. Harman's declared primary occupation is Financial Services Officer (NOC V2021: 63102 / V2016: 6235 (B)).

Analyst Recommendation: Review Required

Summary Notes: Employment letter confirms 7 years full-time work experience with the Royal Bank of Canada in Edmonton, AB. Employer provides job description. Web search confirms employer. Review duties.

e-Doc# 123456789: (excerpt of job description)

Mr. Gupta has been employed as one of our Financial Services Officer at one of our Edmonton branches. As a Financial Services Officer he helps sell basic deposit, investment and loan products and services to individuals at the front counter.

Main Duties:

- Promote the sale of deposit, investment, credit and loan products and services at the front counter
- Process customer cash deposits and withdrawals, cheques, transfers, bills and credit card payments, money orders, certified cheques and other related banking transactions
- Obtain and process information required for the provision of services, such as opening accounts and savings plans and purchasing bonds
- Sell travellers' cheques, foreign currency and money orders
- Answer enquiries and resolve problems or discrepancies concerning customers' accounts
- Inform customers of available banking products and services to address their needs.

Based on your findings, did the applicant use the correct NOC code for the declared primary occupation? Please provide your explanation.

Answer:

A review of the job description is not consistent with the lead statement and main duties of the applicant's declared occupation. I find the job description is consistent with the occupation of a Customer Service Representative (NOC V2021: 64400 / V2016: 6551 (C)).

SCENARIO 4

The applicants are principal applicant 35 year-old male, Marcial ROJAS from Spain and his wife Luzhelena. Marcial's declared primary occupation is electrical engineer (NOC V2021: 21310 / V2016: 2133 (A)). They are applying as members of the Express Entry PNP Federal Skilled Worker Class.

Analyst Recommendation: Review Required

Summary Notes: Employment letter confirms 2 years full-time work experience with New Brunswick Power Corporation. Employer provides job description. Web search confirms employer. Review duties.

e-Doc# 123456789: (excerpt of job description)

Mr. Rojas provides technical support and services in the design, development, testing, production and operation of electrical and electronic equipment and systems for the New Brunswick Power Corporation.

Main Duties:

- Assist in the design, development and testing of electrical and electronic components, equipment, and systems.
- Assist in inspection, testing, adjusting and evaluation of incoming electrical, electro-mechanical and electronic components and assemblies to ensure conformance with product specifications and tolerances.
- Assist in building and testing prototypes to specifications
- Carry out a limited range of technical functions in support of research in electrical and electronic engineering and physics
- Install, operate and maintain electrical and electronic equipment and systems
- Calibrate electrical or electronic equipment and instruments according to technical manuals and written instructions

Based on your findings, did the applicant use the correct NOC code for the declared primary occupation? Please provide your explanation.

Answer:

A review of the job description is not consistent with the lead statement and main duties of the applicant's declared occupation. I find the job description is consistent with the occupation of an Electrical Technician (NOC V2021: 22310 / V2016: 2241 (B)).

Additional information: Although there was a NOC jump (from B to A), the PA would still be eligible to apply under the Express Entry PNP Federal Skilled Workers Class, as the requirements are based on NOC O, A, or B.

BEFORE THE SESSION BEGINS

Preparations for Module 1

- Have Answer Guide ready to send out by email/MS Teams
- Have a timer ready (for breaks and activities)
- Have Course Expectations Ideaboardz cleared/ready to go
- NOCs: have 3 websites up and ready for screen share
- Intro to PNP: screen share R87

Slides

- Slide 3: modify trainer photos and information
- Slide 7: may need to amend curriculum goals
- Slide 8: may need to amend curriculum content
- Slide 9: may need to amend course schedule, due to omitting modules or stat holidays

Breakout rooms

- NOCs: 2-3 participants per breakout room
- Intro to PNP: 3 groups, each assigned a PT

Participants should have been instructed to read Module 1 – Preface through to Document 8 (Standard of Proof Continuum) prior to the first virtual session.

Please find appropriate times to take the 1 hour lunch break.

Ensure that participants get 10 minutes away from their screens every hour.

Display slide 1 – Provincial Nominee Program

PRODUCER – DO

- Have PowerPoint open and ready to present
- Have any handouts ready to share to participants in MS teams chat. Be prepared to send them by email, in case of technical issues.
- Display Slide 1 – Provincial Nominee Program
- Welcome participants as they join the session
- Play upbeat music (optional, but nice!)
- Turn on webcam
- Send message in MS teams chat welcome participants to the course and that the course will begin in X minutes (this will also ensure that all participants have the session training chat pop up in MS teams)

- Have an icebreaker image on the screen (for example: map of Canada (Where are you joining us from?), images of summer, winter, spring, autumn (what is your favourite season?))

PRODUCER – SAY

- Introduce yourself
- Advise that we will begin shortly

Display slide 2 - Microphone Etiquette

PRODUCER – DO

- Display Slide 2 - Microphone Etiquette

FACILITATOR – DO

- Turn on webcam

Display slide 3 – About your Trainers

PRODUCER – DO

- Display slide 3 – About your Trainers

FACILITATOR - SAY

- Welcome participants to the course
- Introduce self, share experiences as a trainer and IRCC/GoC employee

PRODUCER – SAY

- Introduce self, share experiences as a trainer and IRCC/GoC employee

Display slide 4 – Tell Us About Yourself

PRODUCER – DO

- Display Slide 4 – Tell Us About Yourself

FACILITATOR – SAY

- Ask participants to introduce themselves, using slide 4 as a guide.
- Note to trainer: feel free to replace ice breaker question with one of your choosing
- Ask participants to turn on their cameras while introducing themselves.
- Thank participants for introducing themselves.

Display slide 5 – Housekeeping

PRODUCER – DO

- Display slide 5 – housekeeping

FACILITATOR – SAY

- Go over housekeeping for the training:
 - Start and end times
 - Logging in 5 minutes early
 - Raising hand and chat functions
 - Turn webcam and microphone on and off
 - How to download documents from the chat
 - Absences
- Ask participants if they have any questions.

Display slide 6 – Module 1 – Objective

PRODUCER – DO

- Display slide 6 – Module 1 - Objective

FACILITATOR – SAY

- Present the module objective

Introduce participants the Provincial Nominee Program (PNP) course curriculum goals, course content and the Provincial Nominee Class (Base and Enhanced Nominations).

- This module will be an introduction to the course, legislation and basic principles and an overview of the PN class.

Display slide 7 – Curriculum Goal

PRODUCER – DO

- Display slide 7 – Curriculum Goal
- Click thru animation

FACILITATOR - SAY

- Present the curriculum goals

By the end of this course, participants will be able to make decisions on:

- *Base nomination provincial nominee class permanent resident applications;*
 - *Express entry provincial nominee class permanent resident applications*
 - *Make a decision as to whether an applicant meets the admissibility requirements.*
- Note to trainer: this may have to be amended, depending on whether the participants are completing some or all of the modules

Display slide 8 – Curriculum Content

PRODUCER - DO

- Display slide 8 – Curriculum Content

FACILITATOR – SAY

- Go over each piece of the curriculum content, elaborate as necessary

Module 1

- *Introduction to course, legislation, and an overview of the PN class*

Module 2

- *PN class - Base nominations*

Module 3

- *PN class – Express entry nominations*

Module 4

- *Admissibility*

Module 5

- *Course conclusion*

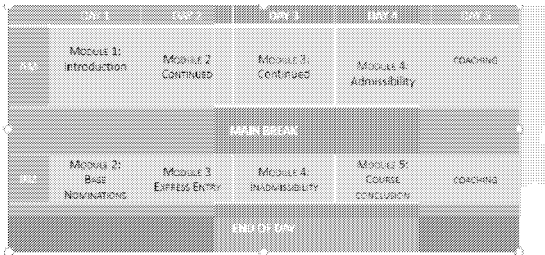
- Note to trainer: this may have to be amended, depending on whether the participants are completing some or all of the modules

Ask if there any questions?

Display slide 9 – Training Schedule

PRODUCER – DO

- Display slide 9 – Training Schedule
(NOTE TO TRAINER: THIS SLIDE MAY NEED TO BE MODIFIED PRIOR TO TRAINING)



- ✓ Regular breaks
- ✓ Main break
- ✓ Virtual learning, group work, and self-learning

FACILITATOR – SAY

- Go over the week's schedule; briefly talk about what each module entails
- Remind participants that they should have received an email invite from their coaches; if they haven't, remind them to follow up on the break (**Note to trainers:** Coaching is usually on day 5 of training however, that is not always the case.)
- Lunches and breaks haven't been included on the visual aid; do let participants know that lunches and break are factored into the course schedule.
- Each day will be a combination of self-learning, virtual training, and group work. During the self-learning portions of the training, participants should remain connected to the MS Teams platform. We ask that you send a quick message to us (instructors) if you need to step away.
- Advise participants that they will get multiple breaks each day as well as a 1 hour lunch. Remind participants to return promptly from breaks so we can keep on schedule.

- Let participants know that they are ultimately in control of their own learning throughout the course. If they finish a self-learning activity faster than the allotted time, they can review previous sections, read ahead to help prepare for what is coming next or take a break.
- Let the participants know that they know their own learning styles best, and encourage them to use the time provided to them in the training efficiently so that they get the most out of the session.

Expectations – NO Slide – IDEABOARDZ

PRODUCER – DO

- Launch Ideaboardz and share screen
- (Katherine's Link <https://ideaboardz.com/for/Katherine/4428227> ; one of the trainers will have to re-create this board if they don't have it already)
- Share Ideaboardz link in the chat

FACILITATOR – SAY

- Tell participants that we are now going to ask them for their course expectations
- QTC: What are your expectations for this course? What do you hope to learn or get from the course this week?
- Demonstrate how Ideaboardz works
- Give them a few minutes to share their expectations
- Ask participants to raise their hands when they are done.
- Read them out and elaborated as necessary

PRODUCER – DO

- Stop screen share
- Relaunch slides

Display slide 10 – PNP - General Introduction

PRODUCER – DO

- Display slides 10 - PNP – General Introduction

FACILITATOR – SAY

- Advise participants that:

It is a cornerstone of IRPA that foreign nationals who wish to live permanently in Canada must do both of the following before coming to Canada:

- *submit their application outside Canada*
- *qualify for and obtain a permanent resident visa.*

Display slide 11 – A11(1)

PRODUCER – DO

- Display slides 11 - A11(1)

FACILITATOR – SAY

- Advise participants that:

Foreign nationals do not have the right to apply for permanent residence from within Canada except as provided by the legislation. Refer to A11(1).

A11(1) *A foreign national must, before entering Canada, apply to an officer for a visa or for any other document required by the regulations. The visa or document may be issued if, following an examination, the officer is satisfied that the foreign national is not inadmissible and meets the requirements of this Act.*

Display slide 12 – Legislation and Basic Principles

PRODUCER – DO

- Display slide 12 – Legislation and Basic Principles

FACILITATOR – SAY

- Ask participants ***“What are the reference documents a decision maker uses when assessing applications?”*** (Note to trainer: This was part of the pre-course reading material.)
- **ANS:** The Act (IRPA), The Regulations (IRPR), and the PDIs (program delivery instructions)

Display slide 13 – Reference Documents

PRODUCER – DO

- Display slide 13 – Reference Documents

FACILITATOR – SAY

- Advise participants that:

IRPA came into force on June 28, 2002.

The idea behind IRPA was to “clean up” the legislation in the Immigration Act 1976 which had become somewhat tangled with amendments over time.

IRPA was said to give Officers more discretion to make case-by-case decisions instead of blindly applying a set of rules which didn't always make sense in certain cases. It gave the officer a bit more freedom to use their common sense, either to facilitate the arrival of foreign nationals or to enforce measures that would either remove foreign nationals from Canada and/or prevent them from re-entering.

Remember that Officers are to follow a code of ethics and their decisions are reviewable by the Court. If a decision is deemed unfair by the Court, it will be, in most cases, quashed and sent back for a new determination by another officer.

QTC: Does anyone know what the difference is between the Immigration & Refugee Protection Act, the Regulations and the PDIs?

ANS:

The ACT - Parliament passes an Act only after lengthy discussions and committee hearings, three full readings in the House of Commons and consent from the Senate.

A modification needs Parliamentary consent.

(sets out the laws for us)

The REGULATIONS - Passed by the Governor-in-council modifications may be made by the GIC (easier to amend than the Act).

(clears up how to implement the ACT)

The Program Delivery Instructions (PDIs) are official operational instructions released by IRCC. They provide the most up-to-date guidance for processing applications. They help

ensure consistent processing and program delivery. The PDIs aim to help officers interpret acts and regulations.

(ex. If something is vague, PDIs may help clear up how to process)

Display slide 14 – Connexion - Location of IRPA, IRPR and PDIs – Step 1

PRODUCER – DO

- Display slide 14 – Connexion – Location of IRPA, IRPR and PDIs – Step 1
- Put links in the chat:
 - IRPA, IRPR, IL3 : http://cicintranet.ci.gc.ca/Manuals/immigration/il/index_e.asp
 - PNP PDIs :
<http://cicintranet.ci.gc.ca/connexion/tools-outils/perm/econ/pnp-ppp/index-eng.aspx>

FACILITATOR – SAY

- Ask participants **“Where can you find the most recent versions of IRPA, IRPR, and PDIs?”**
- For those that may not be familiar where to find the most recent versions of IRPA, IRPR and PDIs in Connexion, the next few slides will walk us through how to find this information.
- On the top left side of the screen in Connexion, click on the tab “Program Delivery”.

Display slide 15 - Connexion – Step 2 - Manuals

PRODUCER – DO

- Display slide 15 – Connexion – Step 2 - Manuals

FACILITATOR – SAY

- Next, look for Manuals

Display slide 16 - Connexion – Step 3 – Immigration Legislation (IL)

PRODUCER – DO

- Display slide 16 – Connexion – Step 3 – Immigration Legislation (IL)

FACILITATOR – SAY

- Next, under the title Operational Manuals look for Immigration Legislation (IL).

Display slide 17 - Connexion – Step 4 - You're Here!

PRODUCER – DO

- Display slide 17 – Connexion – Step 4 – You're Here!

FACILITATOR – SAY

- You are now on the page that links you to the most up-to-date Immigration Legislation information.
- Advise participants that IL1 is for IRPA, IL2 is for IRPR and IL3 is for Designation of Officers and Delegation of Authority. Explain that we will be looking at IL3 in more detail shortly.

Display slide 18 – Connexion – PDIs – Step 1 – Program Delivery

PRODUCER – DO

- Display slide 18 – Connexion – PDIs – Step 1 – Program Delivery

FACILITATOR – SAY

- We will now show you how to locate the most up-to-date PNP program delivery in instructions in Connexion.
- Once again, on the top left side of the screen in Connexion, click on the tab “Program Delivery”.

Display slide 19 – Connexion – PDIs - Step 2 – Permanent Residence

PRODUCER – DO

- Display slide 19 – Connexion – PDIs - Step 2 – Permanent Residence

FACILITATOR – SAY

- Next, in the drop down options choose “Permanent residence”.

Display slide 20 – Connexion – PDIs - Step 3 – Economic Classes

PRODUCER – DO

- Display slide 20 – Connexion – PDIs - Step 3 – Economic Classes

FACILITATOR – SAY

- Next, on the left hand side under Program Delivery Instructions, click on “Economic classes”.

Display slide 21 – Connexion – PDIs – Step 4 – PNP PDI - You're Here!

PRODUCER – DO

- Display slide 21 – Connexion – PDIs - Step 4 – PNP PDI – You're Here!

FACILITATOR – SAY

- Next, under “Classes”, click on “Provincial nominees”.
- In case you lose the link to PNP PDIs in the chat – This is how you find PDIs.

Display slide 22 - IRPA – Objectives – Immigration – A3(1)(a)-(c)

PRODUCER – DO

- Display slide 22 - IRPA – Objectives – Immigration – A3(1)(a)-(c)

FACILITATOR – SAY

- Explain to participants that over the next 3 slides we will be reviewing the immigration objectives found in A3(1) of IRPA.
- Have a participant read slide out loud.
- Ask if there are any questions?

Display slide 23 - IRPA – Objectives – Immigration – A3(1)(d)-(f.1)

PRODUCER – DO

- Display slide 23 - IRPA – Objectives – Immigration – A3(1)(d)-(f.1)

FACILITATOR – SAY

- Have a participant read slide out loud.
- Ask if there are any questions?

Display slide 24 - IRPA – Objectives – Immigration – A3(1)(g)-(j)

PRODUCER – DO

- Display slide 24 - IRPA – Objectives – Immigration – A3(1)(g)-(j)

FACILITATOR – SAY

- Have a participant read slide out loud.
- Ask if there are any questions?

Display slide 25 – A11(1) – The Officer

PRODUCER – DO

- Display Slide 25 – A11(1) – The Officer

FACILITATOR – SAY

- **Going back to A11, ask participants if the term “officer” refers to a specific officer or any officer?**
- **ANS:** The term officer refers to a specific officer and to found out who, you must review the Designation & Delegation of Officers (IL3).

Display slide 26 – A6 - Designation & Delegation of officers

PRODUCER – DO

- Display slide 26 – A6 - Designation & Delegation of Officers

FACILITATOR – SAY

- Advise participants that:

Designation of officers

A6 (1) *The Minister may designate any persons or class of persons as officers to carry out any purpose of any provision of this Act, and shall specify the powers and duties of the officers so designated.*

Delegation of powers

A6 (2) *Anything that may be done by the Minister under this Act may be done by a person that the Minister authorizes in writing, without proof of the authenticity of the authorization.*



Some powers are designated, other are delegated...

Display slide 27 – Operational Manuals – IL3

PRODUCER – DO

- Display slide 27 – Operational manuals – IL3

FACILITATOR – SAY

- So if we go back to IL 3 -
- Advise participants that they can look up if they are designated or delegated by going to IL3 – Instrument of Designation of Officers and Delegation of Authority.

Display slide 28 – IL3 – Designation

PRODUCER – DO

- Display slide 28 – IL3 - Designation

FACILITATOR – SAY

- A designation is made when the word “officer” is found in the Act or the Regulations. Since “officer” is not defined under the Act or the Regulations, the Instrument of Designation and

Delegation (aka IDD) specifies to which officer(s) the Act or the Regulations refers in the context of one or more specific provisions of the legislation.

Display slide 29 – Example of Designation of Authority – TRP

PRODUCER – DO

- Display slide 29 – Example of designation of authority – TRP

FACILITATOR – SAY

- Example of Designation of Authority: IL 3 – TRP

Temporary resident permit

A24 (1) *A foreign national who, in the opinion of an officer, is inadmissible or does not meet the requirements of this Act becomes a temporary resident if an officer is of the opinion that it is justified in the circumstances and issues a temporary resident permit, which may be cancelled at any time.*

IL 3 will indicate if you have the **designated authority** to issue a TRP.

Display slide 30 – Example TRP – IL3 – item 104

PRODUCER – DO

- Display slide 30 – Example TRP – IL3 – item 104

FACILITATOR – SAY

According to **IL3, item 104**, the persons at IRCC indicated in this item are *designated* to form an opinion whether it is justified in the circumstances to issue a temporary resident permit to a foreign national who does not meet the requirements of the Act, or who is inadmissible on grounds of serious criminality or health grounds; issue a temporary resident permit or refuse to issue one.

Display slide 31 – Example of Designation of Authority – Who?

PRODUCER – DO

- Display slide 31 – Example of Designation of Authority – Who?

FACILITATOR – SAY

As you can see from item 104, persons such as the Director at CMB, the manager in the DN and case processing officer in the CN are *designated* to form an opinion whether it is justified in the circumstances to issue a temporary resident permit to a foreign national who does not meet the requirements of the Act, or who is inadmissible on grounds of serious criminality or health grounds; issue a temporary resident permit or refuse to issue one.

Display slide 32 – Delegation of authority

PRODUCER – DO

- Display slide 32 – Delegation of authority

FACILITATOR – SAY

- Now, turning to delegations, a **ministerial delegation**, in the context IRPA and the Regulations, is the written authorization by the Minister by virtue of which the delegated persons are authorized to do anything that may be done by the Minister under the Act or the Regulations.
- For the most part, every time the word “Minister” is found in the Act or the Regulations, there will be, associated to those references, authorities capable of being delegated.
- However, there are some powers, such as those specified under section 6(3) of the Act, which the Minister cannot delegate. (for example: really bad guys)

Display slide 33 – Example of Delegation of Authority – H&C

PRODUCER – DO

- Display slide 33 - Example of Delegation of Authority – H&C

FACILITATOR – SAY

- Example of Delegation of Authority: H&C - IL3 – item 68.

Humanitarian and compassionate considerations — Minister's own initiative

A25.1 (1) *The Minister may, on the Minister's own initiative, examine the circumstances concerning a foreign national who is inadmissible — other than under section 34, 35 or 37 — or who does not meet the requirements of this Act and may grant the foreign national permanent resident status or an exemption from any applicable criteria or obligations of this Act if the Minister is of the opinion that it is justified by humanitarian and compassionate considerations relating to the foreign national, taking into account the best interests of a child directly affected.*

IL 3 will indicate if you have the delegated authority to grant or refuse H&C.

Display slide 34 – Example H&C – IL3 – item 68

PRODUCER – DO

- Display slide 34 – Example H&C – IL3 – item 68

FACILITATOR – SAY

According to IL3, item 68, the persons at IRCC identified in this item are **delegated to**, where a foreign national does not meet the requirements of this Act or is inadmissible on grounds of criminality, financial reasons, misrepresentation, non-compliance with the Act or by reason of an inadmissible family member, on request or on **Minister's own initiative**, grant permanent resident status or an exemption from any applicable criteria or obligations of the Act if it is justified by humanitarian or compassionate considerations relating to the foreign national, taking into account the best interest of a child directly affected and impose any prescribed conditions.

Display slide 35 – Example of Delegation of Authority – Who?

PRODUCER – DO

- Display slide 35 – Example of Delegation of Authority – Who?

FACILITATOR – SAY

The delegated persons at IRCC are those on the screen. As you can see, case processing officers (PM-03s) in the DN are **delegated** under item 68.

QTC: Does anyone have any questions regarding designation and delegations?

Display slide 36 – A15 & A16 – Fundamental IRPA Sections

PRODUCER – DO

- Display slide 36 – A15 & A16 – Fundamental IRPA Sections

FACILITATOR – SAY

Advise participants that the following sections of IRPA are extremely important and fundamental to their work.

These sections provide us with authority to:

- **A15 (1) – Examination by officer** – authority to proceed with an examination if a person makes an application to an officer in accordance with IRPA.
- **A16 – Answer truthfully** – requirement to applicant to answer truthfully all questions put to them for the purpose of the examination and provide documents that an officer reasonably requires.
- **A16 (1.1) – Appear for examination** – authority to request a person who makes an application to appear for an interview.
- **A16 (2)(a)(b) – Relevant evidence** – authority in the case of a foreign national to request photographic and fingerprint evidence and submit to a medical examination.

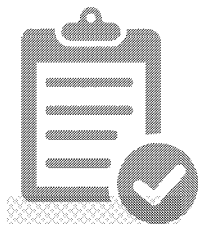
Display slide 37 – A11(1) – Not Inadmissible

PRODUCER – DO

- Display slide 37 – A11(1) – Not Inadmissible

FACILITATOR – SAY

- Refer participants to A11(1) once again and emphasize that the officer **must be satisfied** that the foreign national is **not inadmissible** and meets the requirements of IRPA.
- For those of you with experience with IRCC, or even CBSA or IRB, **do you remember some of the inadmissibilities under IRPA?** (*There are 9, 10 if you include 36(1) and 36(2)*)
- Solicit answers with raised hands, in chat, or ask a participant who would likely know.
 - Alternatively, you can use the MS teams whiteboard and have them write down inadmissibilities



Suggested Answers:

- A34 - Security
- A35 - Human Right Violations
- A36 - Criminality
- A37 - Organized Criminality
- A38 - Health
- A39 - Financial Reasons
- A40 - Misrepresentation
- A41 - Non-compliance
- A42 - Family Member

Display slide 38 – A11 – Inadmissible

PRODUCER – DO

- Display slide 38 – A11 - Inadmissible

FACILITATOR – SAY

- Refer participants to A11 and clarify that officer must be satisfied on balance of probabilities (50+1%, more likely than not) that the foreign national is **NOT** inadmissible and meets the requirement of IRPA.

Display slide 39 – The Standard of Proof Continuum

PRODUCER – DO

- Display slide 39 – The Standard of Proof Continuum

FACILITATOR – SAY

- Briefly go over the standard of proof from mere suspicion to Beyond reasonable doubt.
- **Mere suspicion** – is the lowest level of proof in the standard of proof continuum. It is a mere possibility, could be nothing more than an intuition that is unsubstantiated by facts. In other words it is merely a possibility.
- **Reasonable grounds to believe** – for reasonable grounds to believe the information on which the belief is based should be specific, credible and be received from a reliable source. Reasonable grounds to believe is the standard of proof applied to determine if someone is inadmissible under IRPA for sections A34 to A37 with the exception of paragraph 36(1)(c) applicable in the case of a permanent resident. This section is also used to determine whether or not a foreign national meets the definition of CR under Section 96 of IRPA. Definition: that reasonable grounds are a set of facts and circumstances that would satisfy an ordinarily cautious and prudent person; more than a mere possibility.
- **Balance of Probabilities** – refers to circumstances where the existence of a fact is more likely than its non-existence and that the issue to be determined is not only possible, but probable. In other words, the probability that something is true is more than 50%.
- **Beyond a reasonable doubt** – is the highest standard of proof and is the standard that must be met for findings of guilt in criminal proceedings. IRCC does use this standard when it accepts DNA test results as proof of parent –child relationships.
- Remember that you have a copy of **The Standard of Proof Continuum** chart in your participant's guide – Module 1 – Document 8.

Display slide 40 – A11 – Balance of Probabilities

PRODUCER – DO

- Display slide 40 – A11 – Balance of Probabilities

FACILITATOR – SAY

- Advise participants that now that we have reviewed the standard of proof continuum, they should be clear on the fact that **A11** means that the officer must be satisfied on *“balance of probabilities”* that the foreign national is not inadmissible.
- For example, not a criminal **A36**, a terrorist **A34**, etc...

Display slide 41 – Rules of Interpretation

PRODUCER – DO

- Display slide 41 – Rules of Interpretation

FACILITATOR – SAY

- Have a participant read slide 41
- Advise participants that **A33** establishes the Rules of Interpretation as it relates to the inadmissibility sections in IRPA and the standard of proof continuum.

Display slide 42 – A33 & Standard of Proof

PRODUCER – DO

- Display slide 42 – A33 & Standard of Proof

FACILITATOR – SAY

- Advise participants that as you can see, **A34 – A37** use *“reasonable grounds to believe”* as a standard of proof and **A38 – A42** uses *“balance of probabilities”* as a standard of proof .
- Remember that for **A34 -37** - *“reasonable grounds to believe”* means that there is a serious possibility that the inadmissibility exists (about 37%).
- For **A38 – A42** - *“balance of probabilities”* means that more likely than not one of these inadmissibilities exists (50+1%).

Display slide 43 – A16 – Answer truthfully

PRODUCER – DO

- Display slide 43 – A16 – Answer truthfully

FACILITATOR – SAY

- Section 16 of IRPA speaks to the obligation of anyone who makes an application to answer all questions truthfully AND that they must produce all documents that an officer **REASONABLY** requires.
- QTC: **Does anyone remember which inadmissibility we could consider if someone fails to answer questions truthfully?**

PRODUCER – DO

- **Click to reveal answer**

FACILITATOR – SAY

- **ANS:** A 40 – misrepresentation
- QTC: **How about if someone does not produce a required document, for example a passport at a port of entry?**

PRODUCER – DO

- **Click to reveal answer**

FACILITATOR – SAY

- **ANS:** A41 Non compliance

Display slide 44 – Do you have any questions?

PRODUCER – DO

- Display slide 44 – Do you have any questions?

FACILITATOR – SAY

- Do you have any questions?

Display Slide 45 - Family Member – R1(3)

FACILITATOR – SAY

Now we will look at what the Regulations say about family members

QTC: Why do you think it's important to be familiar with the definitions of family members?

ANS: So we know who can see who should be listed as accompanying on an application.

Let's first take a look at what the Regulations say.....

PRODUCER – DO

- Display Slide 45 - Family Member – R1(3)
- After facilitator or participant reads slide, click on slide to reveal arrow.

FACILITATOR - SAY

- R1(3) defines what family member means for IRPA:

R1(3) - Definition of family member

(3) For the purposes of the Act, **family member** in respect of a person means

(a) the spouse or common-law partner of the person;

(b) a dependent child of the person or of the person's spouse or common-law partner; and

(c) a dependent child of a dependent child referred to in paragraph (b).

Let's take a closer look at subsection A – spouse or common-law partner.

A spouse is someone who is married to the applicant. The Regulations add some clarification on who can be considered a spouse for immigration purposes.

Display Slide 46 – Family Member – Spouse

PRODUCER – DO

- Display Slide 46 – Family Member - Spouse
- Click on slide to reveal bullet points

FACILITATOR - SAY

R2 states that *“marriage, in respect of a marriage that took place outside Canada, means a marriage that is valid both under the laws of the jurisdiction where it took place and under Canadian law.”*

R5 identifies **“excluded relationships”**, that is to say, relationships that are not recognized for our purposes.

R5 excludes

- the spouse or common-law partner of a person if the foreign national is under the age of 18 years;
- the spouse of a person if
 - (i) the foreign national or the person was, at the time of their marriage, the spouse of another person, or
 - (ii) the person has lived separate and apart from the foreign national for at least one year and is the common-law partner of another person; or
- the spouse of a person if at the time the marriage ceremony was conducted either one or both of the spouses were not physically present unless the person was not physically present at the ceremony as a result of their service as a member of the Canadian Forces and the marriage is valid both under the laws of the jurisdiction where it took place and under Canadian law. This is an exception to the exclusion.

Display Slide 47 - Family Member – Common-Law

PRODUCER – DO

- Display Slide 47 - Family Member – Common-Law
- Click on slide to reveal bullet points

FACILITATOR - SAY

Common-law is defined in the Regulations.

R1(1) states that *“common-law partner means, in relation to a person, an individual who is cohabiting with the person in a conjugal relationship, having so cohabited for a period of at least one year.”*

It is further clarified in R1(2), in that “(2) For the purposes of the Act and these Regulations, an individual who has been in a conjugal relationship with a person for at least one year but is unable to cohabit with the person, due to persecution or any form of penal control, shall be considered a common-law partner of the person.”

Display Slide 48 - Family Member – R4 - Bad Faith

PRODUCER – DO

- Display Slide 48 - Family Member – R4 – Bad Faith

FACILITATOR - SAY

Finally, R4(1) specifies that, for the purposes of these Regulations, a foreign national shall not be considered a spouse, a common-law partner or a conjugal partner of a person if the marriage, common-law partnership or conjugal partnership

(a) was entered into primarily for the purpose of acquiring any status or privilege under the Act; or

(b) is not genuine.

Someone is only considered a spouse or common-law partner, if they meet the following criteria.

1. Their relationship meets the definitions in the Regulations and
2. Their relationship was entered into in good faith and not for immigration purposes (so, marriages of convenience).

Any questions about spouses, common law, and conjugal relationships?

Display Slide 49 - R3 – Definition of Family Member

PRODUCER – DO

- Display Slide 49 - R3 – Definition of Family Member
- Click on slide to reveal arrow

FACILITATOR – SAY

R3 – Definition of family member (read slide part b)

R3(b) speaks to the dependent child of the applicant or of their spouse/common-law partner (essentially, a step-child).

So, what do we mean by dependent child? Can it be any child of the applicant? Can it be a niece or nephew that they really like and want to bring to Canada?

Let's see what the Regulations tell us.....

Display Slide 50 – Family Member – R2 - Dependent Child

PRODUCER – DO

- Display Slide 50 – Family Member – R2 - Dependent Child
- Click on the slide to reveal bullet points

FACILITATOR – SAY

R2 clarifies what is meant by “dependent child” in R1(1)...

dependent child, in respect of a parent, means a child who

- **(a)** *has one of the following relationships with the parent, namely,*
 - (i)** *is the biological child of the parent, if the child has not been adopted by a person other than the spouse or common-law partner of the parent, or*
 - (ii)** *is the adopted child of the parent; and*

Let's take a look at section A...

(A) speaks to the relationship with the applicant, the parent...

The child is their biological child, as long as they have not been put up for adoption. If the parent's spouse/CL partner has adopted the child, then that is okay; they are still the child of the biological parent as well. For example, think of a step-parent adopting their step child.

If the child has been adopted by a person other than the spouse/CL partner of the biological parent, then they are now the dependent child of their adopted parent, and not their biological parent. Sometimes you have to look into the documents to assess from an IRPR perspective.

Let's take a look at section B....

- **(b)** is in one of the following situations of dependency, namely,
 - (i)** is less than 22 years of age and is not a spouse or common-law partner, or
 - (ii)** is 22 years of age or older and has depended substantially on the financial support of the parent since before attaining the age of 22 years and is unable to be financially self-supporting due to a physical or mental condition

(B) speaks to the age of the child...

The dependent child must be less than 22 years of age and not married or in a common law relationship.

If the child is unable to be self-supporting due to a physical or mental condition, depends substantially on the financial support of the parent, and has depended on the parent for this reason before turning 22, then they are considered a dependent, regardless of their age.

QTC: Can any child be sponsored?

ANS: No, just those who meet the definition per the Regulations

Display Slide 51 - Family Member – R3(c)

PRODUCER – DO

- Display Slide 51 - Family member – R3(c)
- Click on slide to reveal arrow

FACILITATOR - SAY

The last part of the definition of family member is the dependent child of a dependent child referred to in paragraph (b), that is to say, the child of your dependent child. You may have, let's say a married couple applying to immigrate to Canada, bringing along their 20 year old daughter, who is unmarried and living with them. She has a 2 year old daughter, of whom she is the sole legal parent. This child, the grandchild of the married couple, would meet the definition of a family member, per paragraph (c).

Is the concept of family member clear? Any questions?

Does anyone have any examples to share? Something they have seen?

Display Slide 52 – Family Member Quiz

PRODUCER – DO

- Display Slide 52 – Family Member Quiz
- Click on slide to reveal instructions

FACILITATOR – SAY

We are going to put a few scenarios on the screen, and you will answer YES - they are a dependent family member or NO – they are not a dependent family member.

Are you ready?

NOTE TO TRAINER: Options for ways participants can share their answers:

- In the chat (yes or no)
- Emoticons (thumbs up or shock face)
- On camera – thumbs up/down or using a placard with a YES/NO on either side

Display Slides 53-58 – Family member quiz questions 1-6

PRODUCER – DO

- Display Slides 53-58 – Family member quiz questions 1-6
- Click on slide to reveal answer after the participants have answered the question

FACILITATOR – SAY

Go through each question:

- 1) The applicant's 21 year old child who attends school full time? (YES)
- 2) The applicant's 21 year old child who attends school full time with their 20 year old spouse? (NO)
- 3) The applicant's 79 year old widowed mother, who lives with the applicant? (NO)
- 4) The applicant's 10 year old niece? (NO)
- 5) The applicant's 10 year old niece who they legally adopted 2 years ago? (YES)
- 6) The applicant's boyfriend. They don't live together, but they plan to get married once they land in Canada? (NO)

- Ask the participants how they did. Did anyone get 6/6? 5/6?
- Ask if there are any questions about the quiz answers.

Display Slide 59 – Family Member – R10 & R30

PRODUCER – DO

- Display Slide 59 – Family Member – R10 & R30
- Click on slide to reveal bullet points

FACILITATOR – SAY

The Regulations also tells us what an applicant must provide regarding their family members:

R10(2) The application shall, unless otherwise provided by these Regulations, (a) contain the name, birth date, address, nationality and immigration status of the applicant and of **all family members of the applicant, whether accompanying or not**, and a statement whether the applicant or any of the family members is the spouse, common-law partner or conjugal partner of another person.

Applicants must provide these details, regardless of whether or not the family member is accompanying them to Canada.

R30(1) For the purposes of paragraph 16(2)(b) of the Act, the following foreign nationals are exempt from the requirement to submit to a medical examination:

(a) foreign nationals other than

(i) ~~subject to paragraph (g),~~ foreign nationals who are applying for a permanent resident visa or applying to remain in Canada as a permanent resident, as well as their **family members**, whether accompanying or not,

(Note to trainer: paragraph (g) was repealed.)

When a **foreign national** applies for permanent residence, **not only** do they have to submit a medical examination, but so do **their family members**, regardless of whether or not they are accompanying.

Display Slide 60 – Family Member – R70 & A42

PRODUCER – DO

- Display Slide 60 – Family Member – R70 & A42
- Click on slide to reveal bullet points

FACILITATOR – SAY

R70(4) *A foreign national who is an accompanying **family member** of a foreign national who is issued a permanent resident visa shall be issued a permanent resident visa if, following an examination, it is established that*

- (a) the accompanying **family member** is not inadmissible;*
- (b) in the case of a family member who intends to reside in the Province of Quebec and is not a member of the family class, the competent authority of that Province is of the opinion that the family member complies with the provincial selection criteria.*

This is also included in the Act

A42 (1) *A foreign national, other than a protected person, is inadmissible on grounds of an inadmissible **family member** if*

- (a) their accompanying family member or, in prescribed circumstances, their non-accompanying family member is inadmissible; or*
- (b) they are an accompanying family member of an inadmissible person*

Not only does the applicant have to be **not inadmissible**, but so do the **family members**. In some cases, an inadmissible family member will render the applicant inadmissible to Canada. We will look at this in more detail in Module 4.

Display slide 61 – Self Learning – NOC - Overview

PRODUCER – DO

Display slide 61 – Self Learning – NOC - Overview

FACILITATOR – SAY

Let's now turn our focus to work experience and its requirement to be a designated occupation under the National Occupational Classification (NOC). This is a concept that you will need to be comfortable with when processing PNP applications.

We will begin this section with a self learning exercise. I will ask you to read Document 9- National Occupational Classification (NOC) to Document 11 – NOC Matrix in your participant's guide. You will have **10 minutes** to read the documents and please make note of any questions that may you have or anything that you wish to have clarified.

Display slide 62 – Virtual Class – Welcome Back!

PRODUCER - DO

Display slide 62 – Virtual Class – Welcome Back!

Screen share website <https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/eligibility/find-national-occupation-code.html>

Share the following link in chat: National Occupational Classification (NOC) job groups:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/eligibility/find-national-occupation-code.html>

FACILITATOR - SAY

Welcome back! Let's now take a look at NOCs.

The NOC is a critical part of verifying employment in multiple lines of business, including PNP.

PNP applications have clear up-front requirements and the onus is on the applicant to provide sufficient evidence to satisfy the officer their claimed employment is valid. If the information on file (intrinsic evidence) is insufficient to establish that the applicant meets the employment requirements, the applicant can be refused.

Base nominees are typically nominated based on their ability to work in a job or field, as per the NOC description. This NOC is usually notated in the appropriate field on their certificate of nomination.

Express Entry nominees are restricted to NOC 0, A, and B jobs as part of their application.

During your self-learning, you read Document 10 – Deciphering NOC Codes. This is a useful reference sheet.