ORAT
Office for Refugees
Archdiocese *of* Toronto

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Resource Document for Referral Partners

1. **What is to be emailed to ORAT (empp-orat@archtoronto.org) from the Referral Partners previously registered email address?**
    a. The Completed Screening Questionnaire. Please contact our office to obtain an updated version of this smart form.
    b. Curriculum Vitae (CV)/ Resume,
    c. Canada Language Benchmark (CLB) Test Results,
    d. Proofs of Paid Employment Experience in their field.

    Note: Referral Partners are only asked to send ORAT information for screened refugees.

2. **Canada Language Benchmark (CLB) Test Options**
    a. **IRRC Approved CLB Testing Organizations (Proctored Testing)**
        i. **English**
            1. CELPIP: Canadian English Language Proficiency Index Program**:** You need to take the **CELPIP-General** test.
            2. IELTS: International English Language Testing System: You need to take the **IELTS General Training** test.
            3. PTE: Pearson Test of English**:** You need to take the **PTE Core** test.

        ii. **French**
            1. TEF Canada : Test d'évaluation de français
            2. TCF Canada : Test de connaissance du français

        Note: At this preliminary stage in the process, applicants are not required to take the above proctored tests, the free test results are sufficient. However, once ORAT begins matching the candidate with potential employers, the candidate will be required to write these tests at their own expense. Test results are valid for 2 years.

    b. **Free Language Testing Platform:** Free English Language Proficiency Tests are available for candidates at CLB-OSA: Home Page. Free French Language Proficiency Tests are available for candidates at NCLC-AEL: Accueil.

        i. **Instructions:**
            1. Click "Start Assessment"
            2. First time visitors are required to register and will be asked to create a "Username" and a "Password" to enable access to the site. This will take the applicant to the Testing Centre, which shows a list of tests available for the applicants. Applicants will be required to complete all three reading modules and

both listening modules in order to obtain the required test results. Individual tests are activated by clicking the "Start" button.

Notes: If no proctored testing has been done by the candidate, applicants are asked to complete the free tests and submit the results to the referral partner. These test results from this free site are acceptable at this preliminary stage in the process.

If you **Quit** before the end of the test, you will not receive your CLB results. In order to receive your results, you must go all the way to the end and click on the "Finish" button. Once you've completed the practice test, click on the "Go to Dashboard" button to access the results report for your tests.

3. **Curriculum Vitae (CV) / Resume:** Candidates can prepare their CV/Resume for Canadian Jobs using this free online CV/Resume builder. Here is the link: https://www.jobbank.gc.ca/findajob/resume-builder

   Instructions: The candidate must sign up for a "Standard" account" using their name and email address to sign up on to this website, which will guide the candidate in creating their CV/Resume and cover letter.

4. **Link to NOC Tutorial**
   Link to Noc website: National Occupational Classification - Canada.ca

   We strongly recommend that referral partners build familiarity with using the National Occupational Classification (NOC) website to help answer questions from applicants.

5. **Eligible Proofs of Employment**
   Applicants are required to provide proof of paid work experience in their field or fields of expertise (i.e., 1,560 hrs. of paid work experience).

   The following are acceptable types of employment proof:
   a. Provide an official letter of employment
   b. Hiring contracts
   c. Curriculum Vitae (CV)
   d. Bank statements showing regular deposits for the qualifying work experience
   e. Tax statements