



The **SCALES** Accessing Essential Skills Profiles Tip Sheet

The CONNECT SCALES Project:
Supporting the Canadian Advancement of
Literacy and Essential Skills

How to access the Essential Skill Profiles

1

Go to www.google.ca



2

Type “Essential Skills Profiles” into the search bar



3

Click on the first link that appears

[Essential Skills Profiles - Human Resources and Skills Development...](http://www.hrsdc.gc.ca/eng/workplaceskills/LES/profiles/profiles.shtml)

www.hrsdc.gc.ca/eng/workplaceskills/LES/profiles/profiles.shtml

1 Oct 2012 – **Essential Skills Profiles** The Government of Canada conducted extensive research to examine the skills people use in the workplace.

[Search the profiles](#)

Search the profiles. 50 updated essential skills profiles are now ...

[Skills](#)

Essential Skills profiles describe how each of the nine Essential ...

[Updated essential skills profiles](#)

Steps are being taken to update the Essential Skills Profiles and ...

[Essential Skills Research Project](#)

In 1994, Human Resources and Skills Development Canada ...

[More results from hrsdc.gc.ca »](#)

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Click on “original 350+ Essential Skills Profiles”

Skills

- Trades and Apprenticeship
- Literacy and Essential Skills
 - OLES
 - Definitions
 - Essential Skills Profiles
 - Tools and Resources
 - Funding
- Foreign Credential Recognition
- Foreign Workers

Essential Skills Profiles

Steps are being taken to update the Essential Skills Profiles and modify the database; in the meantime, the profiles are available through two online sources.

You can access:

- updated profiles through the alphabetical list below; or,
- [original 350+ Essential Skills Profiles](#) through the searchable database.

Print versions of three updated profiles are available as part of a pilot initiative:

- Cashiers (WP-173-05-11)
- Food and Beverage Servers (WP-174-05-11)
- Nurse Aides, Orderlies and Patient Service Associates (WP-175-05-11)

You can [order print copies online](#); simply enter the departmental catalogue number (listed above) in the search form.

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Choose how you want to search for your profile

Skills

- Trades and Apprenticeship
- Literacy and Essential Skills
 - OLES
 - Definitions
 - Essential Skills Profiles
 - Tools and Resources
 - Funding
- Foreign Credential Recognition
- Foreign Workers
- Labour Market Information
- Labour Mobility
- NOC
- Sector Council Program

Department

- Ministers

Search the profiles

50 updated essential skills profiles are now available online. They have been synthesized into a more user-friendly version and describe how each occupation affected by digital technology. [Click here to view the list.](#)

As part of a pilot initiative, a new design format was developed for three of the updated profiles. They are available in PDF and in print:

- Cashiers
- Food and Beverage Servers
- Nurse Aides, Orderlies and Patient Service Associates

To order: visit http://www.hrsdc.gc.ca/eng/publications_resources/index.shtml, select "Order a publication from the department" and search for "Essential Skills Profiles".

Please [tell us what you think](#) about the revised profiles.

- List of all profiles
- Occupation
- Keyword
- Most Important Skills
- Skill Levels
- National Occupational Classification Code (NOC)
- Advanced Search

For more information, please visit the [National Occupational Classification \(NOC\) 2011](#).

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Search for the occupation you want

Skills

- Trades and Apprenticeship
- Literacy and Essential Skills
 - OLES
 - Definitions
 - Essential Skills Profiles
 - Tools and Resources
 - Funding
- Foreign Credential Recognition

Search by Occupation

Need Help?

Enter the name of the occupation to search for. A partial name can be entered. For example, **dent** will bring up dental assistants, dental laboratory bench workers, and residential and commercial installers and servicers.

Enter an occupation name that you wish to search for:

To view a list of all the profiles in the database, [activate this link](#).



Click on the profile you want

Skills	Search Occupation Result
<ul style="list-style-type: none"> Trades and Apprenticeship Literacy and Essential Skills <ul style="list-style-type: none"> • OLES • Definitions • Essential Skills Profiles • Tools and Resources • Funding 	<p>The results for your search by occupation name: Civil Engineer Number of records found :2</p> <p style="text-align: center;"> Civil Engineering Technologists and Technicians (2231) Civil Engineers (2131) </p> <p>To search again, click here</p>



Arrive at the profile

Skills	Profile Description
<ul style="list-style-type: none"> Trades and Apprenticeship Literacy and Essential Skills <ul style="list-style-type: none"> • OLES • Definitions • Essential Skills Profiles • Tools and Resources • Funding Foreign Credential Recognition Foreign Workers 	<h2 style="margin: 0;">Civil Engineers</h2> <p>NOC 2131</p> <p><u>Introduction</u> Civil engineers plan, design, develop and manage projects for the construction or repair of buildings, earth structures, powerhouses, roads, airports, railways, rapid transit facilities, bridges, tunnels, canals, dams, ports and coastal installations and systems related to highway and transportation services, water distribution and sanitation. Civil engineers may also specialize in foundation analysis, building and structural inspection, surveying, geomatics and municipal planning. Civil engineers are employed by engineering consulting companies, in all levels of government, by construction firms and in many other industries, or they may be self-employed.</p>

*Updated Profiles

HRSDC is in the process of updating the profiles to make them easier to read and better reflect the impact of Digital Technology. So far 50 of these updated profiles can be accessed at the HRSDC website.

Skills

- Trades and Apprenticeship
- Literacy and Essential Skills
 - OLES
 - Definitions
 - Essential Skills Profiles
 - Tools and Resources
 - Funding
- Foreign Credential Recognition
- Foreign Workers
- Labour Market Information
- Labour Mobility
- Sector Councils
- Sectoral Initiatives

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[Stay informed about Essential Skills Profile developments](#)

1. Accounting and Related Clerks - NOC 1431 - [\(HTML\)](#)
2. Administrative Clerks - NOC 1441 - [\(HTML\)](#)