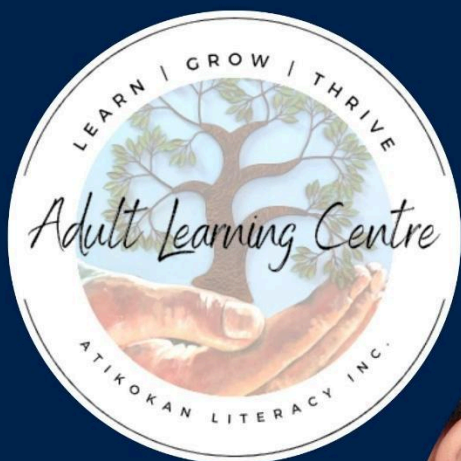


Essentials for Life in Canada

The Atikokan Model



Student Workbook



Canada 

EMPLOYMENT
ONTARIO

Ontario 

Acknowledgements

The development of the *Essentials for Life in Canada: The Atikokan Model* curriculum would not have been possible without the dedication, collaboration, and support of many individuals and organizations.

This project was imagined and brought to life by **Brenda Hainey**, Literacy Instructor at Atikokan Literacy Inc., whose vision and passion for learner-focused programming laid the foundation for this curriculum.

Special thanks to the instructors who supported delivery and piloting of the program:

- **Kateryna Nedashkivska**, who also served as the primary translator for our Ukrainian cohort and provided invaluable support with graphics and visual layout
- **Leanna Anness**, who contributed to both instruction and curriculum development

We are grateful to our Executive Directors, **Kristi-Lynn McQuay** and **Andrea Maggrah**, for securing funding, offering direction, and championing the vision of inclusive, accessible learning.

Curriculum development was led by **Elizabeth Fiore** in collaboration with **Leanna Anness**, with administrative support provided by **Jinx Stus**.

This project was made possible thanks to the generous support of our funders:

- **Literacy Northwest**
- **Government of Canada**
- **Ontario Ministry of Labour, Immigration, Training and Skills Development (MLITSD)**
- **Employment Ontario**

Finally, we offer our heartfelt gratitude to the **first Ukrainian cohort of brave students** who participated in the pilot project. Your resilience, curiosity, and determination helped shape this curriculum every step of the way.

Miigwech. Thank you. Дякуємо.

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Program Title: *Essentials for Life in Canada: The Atikokan Model*

First edition published in September 2025

For permissions or inquiries, please contact:

Atikokan Literacy Inc.

info@atikokanliteracy.com | www.atikokanliteracy.com

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Student Worksheets & Handouts by Unit

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- Course Outline
 - Ontario Newcomers Guide
 - Introductions Vocabulary Sheet
 - Introductions Activity Sheet
 - Personal Pronouns Worksheet
 - Pronoun Tense Chart
 - Interact with Others – Speaking Starters
 - Interact with Others – Greetings
 - Question Words Worksheets #1 & #2
-

Unit 2: Money & Shopping

- Money and Shopping Vocabulary Sheet
 - Numbers 1–100 (numeric & written form)
 - Canadian Bills Pictures
 - Canadian Coins Pictures
 - Adding Coins Worksheet
 - Shopping Activity Sheet
-

Unit 3: Banking

- Banking Vocabulary Sheet
 - Deposit/Withdrawal Worksheet
 - Using an ATM Worksheet
 - Bank Services List & Logo Sheet
 - Bank Statement Example
 - Roleplay Script: Visit the Bank & ATM
 - Credit Card / Account Application Forms
-

Unit 4: Time

- Time Vocabulary Sheet
- Calendar Handout
- Months of the Year Worksheet
- Days of the Week Worksheet
- Reading Time Worksheet
- Bus/Train Schedule Activity Sheets
- Canadian Holidays Handout
- Weekly Planner Template

Unit 5: Health & Wellness

- Health Vocabulary Handout #1
 - Symptoms Vocabulary Handout #2
 - Body Parts Labeling Worksheet
 - Symptoms Worksheet
 - Booking a Doctor's Appointment Roleplay
 - Emergency Call Information Sheet
 - OHIP Application Form
 - Travel Grant Form
 - Video: [*Get to Know Canada's Health Care System*](#)
-

Unit 6: Directions & Transportation

- Directions & Transportation Vocabulary Sheet
 - Transportation Images Sheet
 - Giving Directions Worksheet
 - Driving Handbook Signs Excerpts
 - Driving Symbols Quiz
 - G1 License Application Example
 - Local & Non-local Maps
 - Video: [*How to Start Driving In Ontario*](#)
-

Unit 7a: Workplace Skills & Employment Rights

- Workplace & Rights Vocabulary Sheet
 - Occupation Cut-outs Sheet
 - Job Search Tracking Worksheet
 - Resume Examples Sheet
 - Resume Building Activity
 - LBS Apprenticeship Career Self-Assessment
 - Time Sheet & Time Off Request Forms
 - WSIB Form
 - Health & Safety Incident Report
 - Job Interview Practice Sheet
 - TD1 Forms (optional)
 - Worker Rights Presentation Notes
-

Unit 7b: Taxes & Education

- Taxes & Education Vocabulary Sheet

- SIN Application Form
 - CRA Tax Forms Worksheet (World Income)
 - Laws on Pay & Statutory Holidays Worksheet
 - Foreign Credentials Information Sheet
 - WES Application Sample
 - CRA/Tax Video: [YouTube – How Tax Works in Canada](#)
 - Education System Video: [YouTube – How Canada’s Education System Works](#)
-

Unit 8: Immigration & Citizenship

- Immigration & Citizenship Vocabulary Sheet
 - National Anthem Activity Sheet
 - Pathways to Permanent Residence Info Sheet
 - Immigration Flowchart (with blank version)
 - IRCC Document Checklist
 - Immigration Application (Simplified)
 - Provinces, Territories & Capitals Worksheet & Map
-

Unit 9: Canadian Justice System

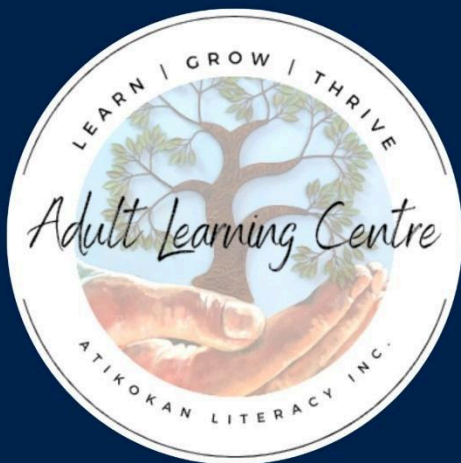
- Legal & Justice System Vocabulary Sheet
 - Civil vs Criminal Law Handout
 - Parking & Speeding Ticket Examples
 - Traffic Stop Roleplay Script
 - Law Quiz
-

Unit 10: Housing & Multiculturalism

- Housing & Multiculturalism Vocabulary Sheet
- Rental Advertisement Example Sheet & Activity
- Lease Example Sheet
- Utility Bill Example Sheet
- Landlord–Tenant Roleplay Script
- Blank Tenancy Application Form
- Gender / Indigenous / Minority Rights Info Sheet
- Multiculturalism Videos:
 - YouTube - [Welcome, There is Room](#)
 - YouTube - [The Multiculturalism Act](#)

Essentials for Life in Canada

The Atikokan Model



Unit 1 - Introductions



Essentials for Life in Canada – Course Outline

Welcome to the Essentials for Life in Canada Program!

This program helps you learn English for everyday life in Canada. You will practice speaking, listening, reading, and writing while learning important skills for work, home, health, and the community.

✨ What Will I Learn / Do?

In this class, you will learn how to:

- Use everyday English to speak, listen, read, and write
 - Build vocabulary for real-life topics
 - Read signs, schedules, and rental ads
 - Apply for a **Social Insurance Number (SIN)**
 - Fill out a **job application** and **create a resume**
 - Prepare for a **job interview**
 - Apply for an **Ontario driver's license (G1) and Health Card**
 - Make a doctor's appointment and describe symptoms
 - Read a **pay stub, bank statement, or utility bill**
 - Understand your **rights at work** and in the community
 - Talk to your child's school or ask about education
 - Understand **Canadian culture, laws, and services**
-



How the Program Works

- The program has **10 units**
 - Each unit focuses on a real-life topic (like shopping, health, directions, etc.)
 - You will complete worksheets, roleplay conversations, and practice using documents
 - There will be guest speakers or presentations in some units
 - At the end of each unit, you will do a **milestone activity** to show what you've learned
-

✨ Units in the Program

Unit 1: Introductions & Organization

Meet your classmates, learn greetings and how to organize your binder.

Unit 2: Money & Shopping

Learn Canadian coins, how to read prices, and shop using flyers.

Unit 3: Banking

Practice talking to a bank teller, using ATMs, and filling out banking forms.

Unit 4: Time

Learn the days of the week, how to read clocks, and make a schedule.

Unit 5: Health & Wellness

Learn body parts, talk about health problems, and complete health forms.

Unit 6: Directions & Transportation

Practice giving directions, reading maps, and talking about buses and cars.

Unit 7a: Workplace & Employment Rights

Learn workplace words, how to make requests, and fill out work forms.

Unit 7b: Taxes & Education

Understand your SIN, tax forms, and the Canadian school system.

Unit 8: Immigration & Citizenship

Learn about permanent residency, the Canadian anthem, and your rights.

Unit 9: Canadian Justice System

Talk about rules, laws, traffic tickets, and how to speak to police.

Unit 10: Housing & Multiculturalism

Learn how to rent a home, read housing ads, and talk about culture and diversity.



What Do I Need?

Please bring:

- A good attitude and a willingness to try!

We will provide you with:

- Class materials - Binders, paper, Pens/pencils
- Worksheets
- Translations
- Practice activities
- Speaking in class



Class Reminders

- This is a safe and friendly space to practice English
- Ask questions!
- Try your best — mistakes are part of learning
- Respect everyone's background and culture
- Come prepared and ready to learn

Vocabulary Sheet – Unit 1: Introductions & Organization

Practice Tip

Use these words in class to:

- ✓ Introduce yourself
 - ✓ Ask and answer questions
 - ✓ Label and organize materials
 - ✓ Participate in greetings and classroom talk
-

Personal Information & Greetings

- Hello
 - Hi
 - Good morning
 - Good afternoon
 - Good evening
 - Goodbye
 - My name is
 - I am from
 - I am a student
 - Instructor
 - Country
 - Canada
 - Nice to meet you
-

Pronouns

- I
 - You
 - He
 - She
 - It
 - We
 - They
 - You (plural)
-



Verb “To Be” – Present Tense

- Am
- Are
- Is

Examples:

“I **am** from Ukraine.”

“You **are** a student.”

“She **is** from India.”

? Question Words

- Who
- What
- Where
- When
- Why
- How

Examples:

“**Who** is your teacher?”

“**Where** are you from?”

“**What** is your name?”



Classroom Tools

- Binder
 - Paper
 - Pencil
 - Pen
 - Stapler
 - Hole punch
 - Notebook
 - Folder
-



Common Phrases

- “Hello. My name is ____.”

- "I am from ____."
 - "Nice to meet you."
 - "Where are you from?"
 - "Who is your instructor?"
 - "What is this?"
 - "May I borrow a ____?"
-

Unit 1: Introduce Yourself Activity

1. Hello my name is _____.
2. I am _____ years old.
3. I am married/not married and have _____ children.
4. I work at _____.
5. My favorite colour is _____.
6. I was born in _____.
7. In my free time I like to _____.
8. My favorite food to eat is _____.
9. _____ makes me happy.
10. _____ makes me sad.
11. My best quality is _____.
12. My dreams are _____.
13. Share one of your favorite memories as a child.

Unit 1 – Grammar Activities - Personal Pronouns

Complete the Sentences with the correct Personal Pronouns

I	YOU	HE	SHE	IT	WE	THEY
---	-----	----	-----	----	----	------

1. My mother and I are strong. _____ are strong.
2. Those houses are beautiful. _____ are beautiful.
3. You and your friend are angry. _____ are angry.
4. You and I are happy. _____ are happy.
5. Silvia is scared. _____ is scared.
6. Anna and Paul are my friends. _____ are my friends.
7. This cat is fat. _____ is fat.
8. These cats are fat. _____ are fat.
9. _____ am bored.
10. My brother is sad. _____ is sad.
11. You and your sister are nice. _____ are nice.
12. Johna and Alice are sporty. _____ are sporty.
13. Elephants are grey. _____ are grey.
14. _____ am a gardener.

Unit 1 Handout Vocabulary Pronoun Tense Chart

Pronoun	Present	Past	Present	Past	Present	Past
I	Am	Was	Have	Had	Do	Did
You	Are	Were	Have	Had	Do	Did
He	Is	Was	Has	Had	Does	Did
She	Is	Was	Has	Had	Does	Did
It	Is	Was	Has	Had	Does	Did
You	Are	Were	Have	Had	Do	Did
We	Are	Were	Have	Had	Do	Did
They	Are	Were	Have	Had	Do	Did

Unit 1 - Interact With Others - Speaking

Ask these questions to the student and let them answer you.

1. Hello, what is your first and last name?
2. Where were you born?
3. What is your favourite food to eat?
4. Did you have any family pets growing up?
5. Where did you go to school?
6. What do you like to do in your free time?
7. Where would you like to go for a vacation one day?
8. Tell me about your family, do you have brothers and sisters?
9. What would your dream job be?
10. Tell me about your parents.

Unit 1 - Learning Activity Interact With Others Greetings

Match the pictures to the words below.

GOOD EVENING - HELLO - GOODBYE - GOOD MORNING -
GOODNIGHT - GOOD AFTERNOON



Unit 1 - Who, What, Where Activity #1

Question Words

Directions: Use these words in the word bank to answer the questions.

WHO	WHAT	WHEN	WHERE
WHY	HOW	IS	DOES

1. _____ old are you?
2. _____ this your pencil?
3. _____ sit's at your table?
4. _____ do you live?
5. _____ is your birthday?
6. _____ your friend want to play?
7. _____ do you want to eat for lunch?
8. _____ are you crying?
9. _____ music are you listening to?
10. _____ it take you long to do work?

Unit 1 Who, what , Where Activity #2

Connect the correct question words to complete the questions

When * * time is it?

Who * * are you crying?

What * * one do you want?

How * * is your birthday?

Where * * my glasses?

Why * * is your best friend?

Which * * you doing?

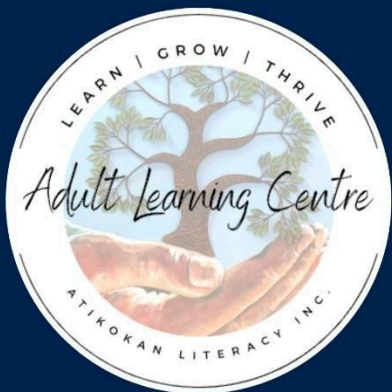
How many * * are you from?

What are * * pencils are there?

Where are * * old are you?

Essentials for Life in Canada

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Unit 2 - Money & Shopping



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Unit 2 Vocabulary – Money & Shopping



Money Vocabulary

- Coin
- Bill
- Cash
- Change
- Price
- Cost
- Total
- Receipt
- Tax
- Discount
- Pay
- Spend
- Save
- Buy
- Sell
- Amount
- Dollar (\$)
- Cent (¢)
- Loonie (1 dollar coin)
- Toonie (2 dollar coin)
- Quarter (25¢)
- Dime (10¢)
- Nickel (5¢)



Shopping & Grocery Vocabulary

- Store
- Grocery store
- Cashier
- Cart
- Basket
- List
- Sale
- Item
- Aisle
- Shelf
- Product
- Label
- Flyer
- Ad (Advertisement)
- Line/Queue
- Checkout
- Debit
- Credit
- Return

- Exchange
-

Food & Household Items Vocabulary

- Bread
 - Milk
 - Eggs
 - Cheese
 - Apples
 - Bananas
 - Meat
 - Chicken
 - Rice
 - Pasta
 - Soap
 - Shampoo
 - Toothpaste
 - Toilet paper
 - Dish soap
 - Paper towel
 - Laundry detergent
-

Useful Verbs

- Buy
 - Pay
 - Cost
 - Count
 - Choose
 - Shop
 - Find
 - Bring
 - Write (a list)
 - Add
-

Practice Tip:

Use these words to make your own grocery list. Try using them in sentences like:

- “I need to buy milk and bread.”
- “How much does it cost?”
- “I paid with a toonie and got change.”

Unit 2 - Numbers 1 - 100 (Spelling Chart)

0 - zero 1 - one 2 - two 3 - three 4 - four 5 - five 6 - six 7 - seven 8 - eight 9 - nine	10 - ten 11 - eleven 12 - twelve 13 - thirteen 14 - fourteen 15 - fifteen 16 - sixteen 17 - seventeen 18 - eighteen 19 - nineteen	20 - twenty 21 - twenty-one 22 - twenty-two 23 - twenty-three 24 - twenty-four 25 - twenty-five 26 - twenty-six 27 - twenty-seven 28 - twenty-eight 29 - twenty-nine
30 - thirty 31 - thirty-one 32 - thirty-two 33 - thirty-three 34 - thirty-four 35 - thirty-five 36 - thirty-six 37 - thirty-seven 38 - thirty-eight 39 - thirty-nine	40 - forty 41 - forty-one 42 - forty-two 43 - forty-three 44 - forty-four 45 - forty-five 46 - forty-six 47 - forty-seven 48 - forty-eight 49 - forty-nine	50 - fifty 51 - fifty-one 52 - fifty-two 53 - fifty-three 54 - fifty-four 55 - fifty-five 56 - fifty-six 57 - fifty-seven 58 - fifty-eight 59 - fifty-nine
60 - sixty 61 - sixty-one 62 - sixty-two 63 - sixty-three 64 - sixty-four 65 - sixty-five 66 - sixty-six 67 - sixty-seven 68 - sixty-eight 69 - sixty-nine	70 - seventy 71 - seventy-one 72 - seventy-two 73 - seventy-three 74 - seventy-four 75 - seventy-five 76 - seventy-six 77 - seventy-seven 78 - seventy-eight 79 - seventy-nine	80 - eighty 81 - eighty-one 82 - eighty-two 83 - eighty-three 84 - eighty-four 85 - eighty-five 86 - eighty-six 87 - eighty-seven 88 - eighty-eight 89 - eighty-nine
90 - ninety 91 - ninety-one 92 - ninety-two 93 - ninety-three 94 - ninety-four 95 - ninety-five 96 - ninety-six 97 - ninety-seven 98 - ninety-eight 99 - ninety-nine 100 - one hundred	LARGE NUMBERS 101 - one hundred and one 200 - two hundred 300 - three hundred 400 - four hundred 500 - five hundred 600 - six hundred 700 - seven hundred 800 - eight hundred 900 - nine hundred 1000 - one thousand	2000 - two thousand 10,000 - ten thousand 100,000 - one hundred thousand 1,000,000 - one million 10,000,000 - ten million 123,456,789 - one hundred and twenty-three million, four hundred and fifty-six thousand, seven hundred and eighty-nine

Canadian Bills



Canadian Coins

Picture	Name	Amount
	toonie	2 dollars
	loonie	1 dollar
	quarter	25 cents
	dime	10 cents
	nickel	5 cents
	penny	1 cent

Unit 2 Learning Activity Money worksheet coins

How Much???

Add up the coins and write the total in the box.



Olivia Walker Worksheets © 2015

Unit 2 – Shopping Activity Worksheet

PART 1

Prices and Adding Up!

Look at the prices below.

 Milk – \$3

 Bread – \$2

 Apple – \$1

 Potato – \$4

 Juice – \$2

Q1: If you buy Milk + Bread + Apples, how much will it cost? _____

Q2: If you buy Juice + Potatoes, how much will it cost? _____

Q3: What is the total if you buy everything? _____

Q4: If you buy Milk and Bread, how much will it cost? _____

Q5: If you just buy Milk and Juice, how much will it cost? _____

My Shopping List

Using the grocery flyers, write 5 things you need this week and an estimated cost for each item so you can find out what your total should be.

1. _____

2. _____

3. _____

4. _____

5. _____

Total: _____

Now that you have done that, let's try some Roleplay!

Unit 2 – Shopping Activity Worksheet

PART 2

Role Play Shopping Activity

Situation: You are at the grocery store. Work with a partner. One person is the Customer, and one is the Cashier. Switch roles after practicing.

Dialogue Example:

-  Customer: Hello.
-  Cashier: Hi! How can I help you today?
-  Customer: I would like a loaf of bread and two apples, please.
-  Cashier: Bread is \$2 and apples are \$1 each. Your total is \$4.
-  Customer: Here is \$5.
-  Cashier: Thank you. Here is your change, \$1.
-  Customer: Thanks. Have a nice day!
-  Cashier: You too!

Vocabulary Help

- **Cashier** – the person who works at the checkout
- **Change** – the money you get back
- **Total** – the final amount to pay
- **Aisle** – a row in the store

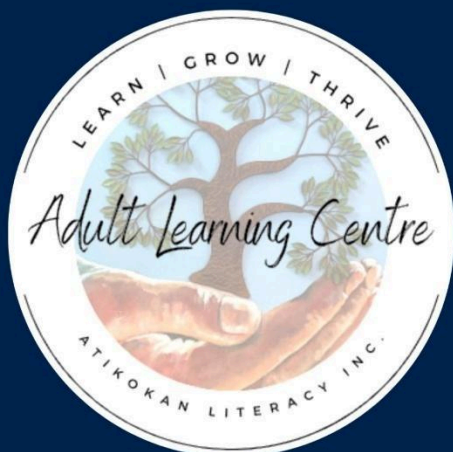
Practice (fill in the blanks)

-  Customer: I would like _____ and _____.
-  Cashier: That will be \$_____.
-  Customer: Do you have any _____?
-  Cashier: Yes, it costs \$_____. How many do you want?
-  Customer: I'll take _____.
-  Cashier: Your total is \$_____.
-  Customer: Can I pay with _____ (cash, debit, credit)?
-  Customer: Excuse me, where can I find _____?
-  Cashier: It's in aisle number _____.

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Essentials for Life in Canada

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Unit 3 - Banking



Canada 

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Unit 3 Vocabulary – Banking



Banking Terms

- Bank
- Branch
- Chequing account
- Savings account
- Interest
- Deposit
- Withdrawal
- Balance
- Statement
- Transaction
- Debit card
- Credit card
- PIN (Personal Identification Number)
- Account number
- Overdraft
- ATM (Automated Teller Machine)
- Online banking
- Service fee
- Mortgage
- Loan



Canadian Banks

- TD (Toronto-Dominion Bank)
- RBC (Royal Bank of Canada)
- BMO (Bank of Montreal)
- Scotiabank (Bank of Nova Scotia)
- CIBC (Canadian Imperial Bank of Commerce)



Bank Card & ATM Vocabulary

- Insert
- Tap
- Swipe
- Screen
- Keypad
- Withdraw cash
- Deposit cheque
- Check balance
- Cancel
- Receipt
- Confirm
- Select account

- Enter PIN
- Press OK



Useful Questions

- “How do I open a bank account?”
- “What is my balance?”
- “Can I deposit this cheque?”
- “Where is the nearest ATM?”
- “Can I get a printout of my transactions?”

Canadian Bank Logos



Unit 3 - Bank Services – With Definitions

Service	Simple Definition
Chequing Account	A bank account for daily use – to pay bills, use a debit card, or withdraw cash.
Savings Account	A bank account to save money and earn a little interest.
Joint Account	A bank account shared by two or more people.
Deposit	Putting money into your bank account.
Withdrawal	Taking money out of your bank account.
Debit Card	A card you use to pay directly from your bank account.
E-Transfer (Interac)	Sending money by email or phone number through your bank.
Direct Deposit	When money (like a paycheck) goes directly into your bank account.
Pre-Authorized Payment	Automatic bill payment from your account every month.
Wire Transfer	Sending money from one bank to another (can be international).
Bank Draft / Money Order	A guaranteed way to send money – like a prepaid cheque.
Certified Cheque	A cheque guaranteed by the bank (proves you have the money).
Credit Card	A card you use to borrow money and pay it back later.
Loan	Money you borrow and repay over time (with interest).
Line of Credit	A flexible loan you can use when needed, up to a limit.
Overdraft Protection	Helps cover payments if you don't have enough money in your account.
Mortgage	A long-term loan to buy a home.
Mobile Banking	Using an app on your phone to check your account, pay bills, etc.
Online Banking	Using your computer to do banking – like transfers or bill payments.
ATM (Bank Machine)	A machine where you can take out or deposit money using your card.
RRSP	A savings plan for retirement that gives you tax benefits.
TFSA	A savings account where you don't pay tax on interest or investments.
GIC	You put money in for a set time and earn interest. Safe but not flexible.
RESP	A special savings plan to help save for your child's education.
Insurance	Protection for your life, health, travel, home, or car – in case of accidents.
Safety Deposit Box	A locked box at the bank for keeping valuables or important papers.
Foreign Currency Exchange	Changing Canadian money into other countries' money (like U.S. dollars or euros).

Unit 3 - Bank Deposit Form Worksheet

Date: _____

Branch Number: _____ Transit Number: _____

Customer Name: _____ Account Number: _____

Cash Breakdown:

Denomination	Quantity	Amount
\$100 x	_____	\$ _____
\$50 x	_____	\$ _____
\$20 x	_____	\$ _____
\$10 x	_____	\$ _____
\$5 x	_____	\$ _____
\$2 x	_____	\$ _____
\$1 x	_____	\$ _____
Coins	_____	\$ _____

Cash Subtotal: \$ _____

Cheques:

Cheque #	Amount
# _____	\$ _____
# _____	\$ _____
# _____	\$ _____
# _____	\$ _____

Cheque Subtotal: \$ _____

Total (Cash + Cheques): \$ _____

Less Cash Back (if any): \$ _____

Total Deposit: \$ _____

Type of Account: ☐ Chequing ☐ Savings

Signature (if receiving cash back): _____

Unit 3 - Automatic Withdrawal Form Worksheet

I authorize the monthly withdrawal of \$_____ from the following account

Branch Transit _____

Account Number _____

Bank Institution Number _____

To be completed by _____ (date) each month for deposit to

_____ (organization name)

Account Holder Information

Name: _____

Address: _____

City: _____

Province: _____

Postal Code: _____

Telephone number: _____

Signature: _____

Date: _____

Void Cheque Information

The image shows a voided TD Canada Trust cheque. A large 'VOID' is written across the center. The top right corner has '004' written. The cheque is from TD Canada Trust, 220 DUNDAS ST. LONDON, ONTARIO N6A 4S4. The amount is \$100.00. The cheque number is 004. The transit number is 12345, the financial institution number is 004, and the account number is 1234567. A note at the bottom states: '* Your branch number is the first 4 digits of this 5 digit sequence.'

Cheque number: 004

* Transit (Branch) number: 1234

Financial Institution number: 567

Designation number: 1234

Account number: 567

* Your branch number is the first 4 digits of this 5 digit sequence.

Unit 3 - How to use an ATM

ATM is short for Automated Teller Machine. An ATM is a machine that provides cash from your own bank account.

Most ATMs will let you:

- withdraw money from your bank account
- deposit money into your bank account

Cash is paper money and coins. Paper money is small pieces of paper that are worth \$5 and up.

Paper money is also called cash or bills.

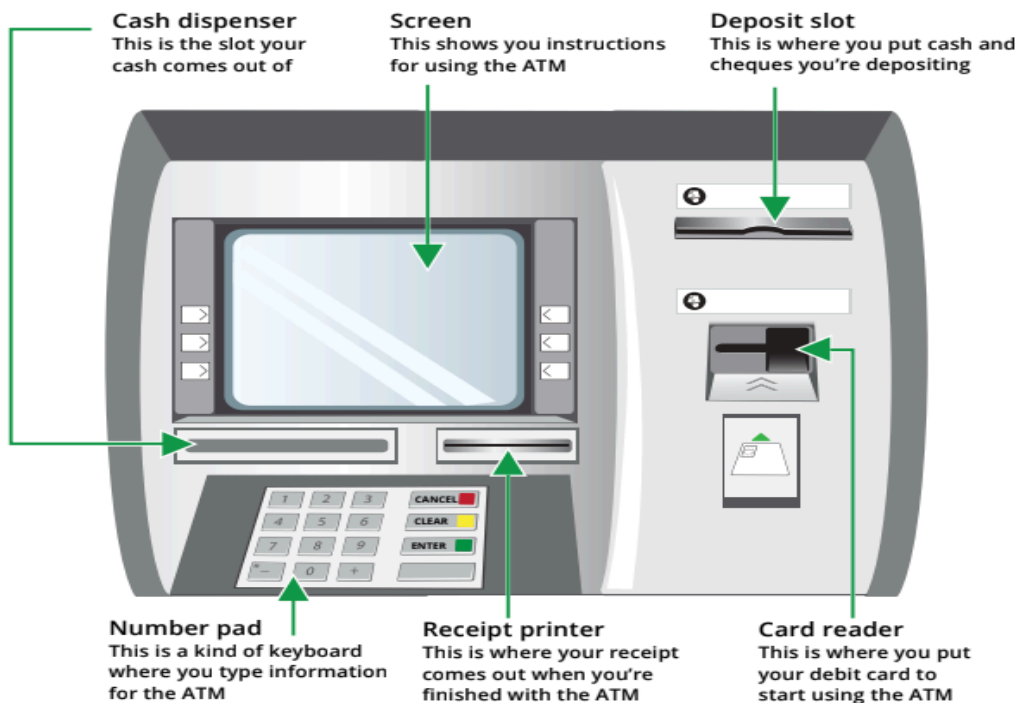
When you withdraw money, you take money out of a bank account.

When you deposit money, you put money into a bank account.

ATMs can be faster than going to the bank. You can usually use them even if the bank is closed.

A debit card is a card from your bank. It lets you spend money from your bank account. It also lets you use an ATM.

Look at the Picture below to see all the Parts of the machine



Are you visually impaired? You can still use an **ATM**! Many **ATMs** have **braille** on the buttons and a place to plug in headphones so you can hear instructions.

Money word



Braille is an alphabet made of raised dots. People who are visually impaired can read by feeling the raised dots.



How to use an ATM

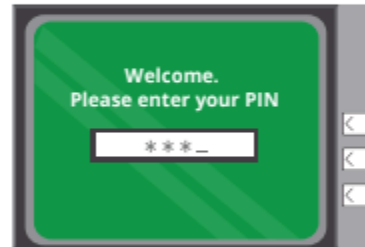
1. Enter your card

To use an **ATM**, you put your **debit card** into the **card reader**.



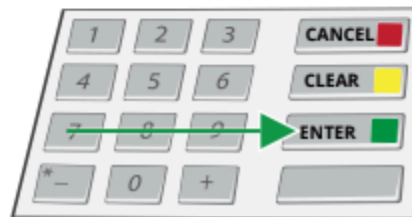
2. Read the instructions

The screen tells you to enter your **Personal Identification Number (PIN)**.



3. Enter your PIN

Use the **number pad** to enter your **PIN**. Then press the green **Enter**.



Money words



A **card reader** is the ATM slot you put your debit card into when you start using an ATM.

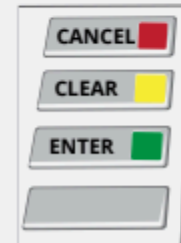
A **PIN** is your password to use your debit card. **PIN** is short for Personal Identification Number.

A **number pad** is a kind of keyboard where you type information for an ATM.



If you make a mistake on the **ATM**, press the yellow button that says **Clear** or **Correct**. This button lets you fix your mistake.

If you need to stop using the **ATM** right away, press the red button that says **Cancel**. The **ATM** will return your **debit card**.





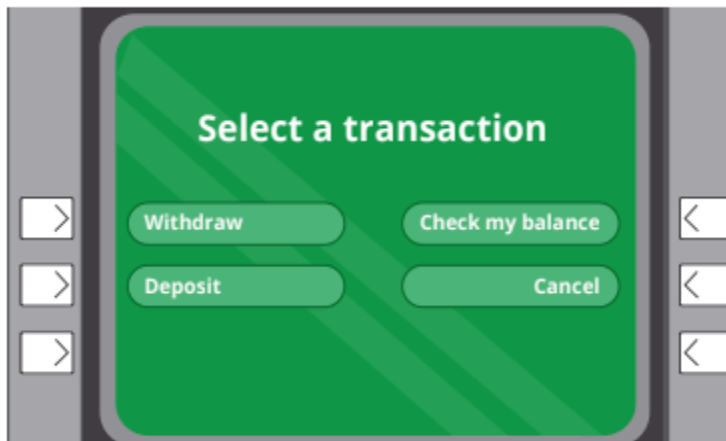
How to withdraw money from an ATM

You can use an **ATM** to **withdraw** money from your bank account.

1. Select a transaction

After you enter your **PIN**, the **ATM** screen asks what you would like to do. It says **Select a transaction**. Choose the button that matches what you want to do.

Which button do you press to **withdraw** money?



Money word



A **transaction** is any time you give something to a business, or you get something from a business.

A transaction can happen at an ATM:

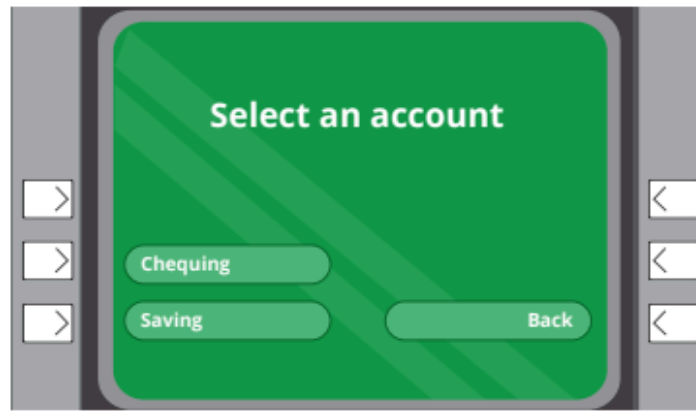
- when you withdraw money from your bank account
- when you deposit money into your bank account
- when you check your account balance

2. Select an account

After you choose **Withdraw**, the **ATM** asks if you want to take money from a **chequing account** or a **savings account**. Pick the account that is the best choice for you.



Many **ATMs** have a **Back** option on the screen. This option lets you go back to the last screen you saw.



Did you know?

Some **ATMs** use **touchscreens**. Pick the option you want by touching it on the screen.

Some **ATMs** have buttons on the side of the screen. Pick the option you want by pressing the button next to your choice.



A **chequing account** is an account for money you'll spend using cheques or your debit card.

A **savings account** is an account for money you hold onto until you need it.

A **touchscreen** is a kind of screen that can sense when you touch it with your finger.

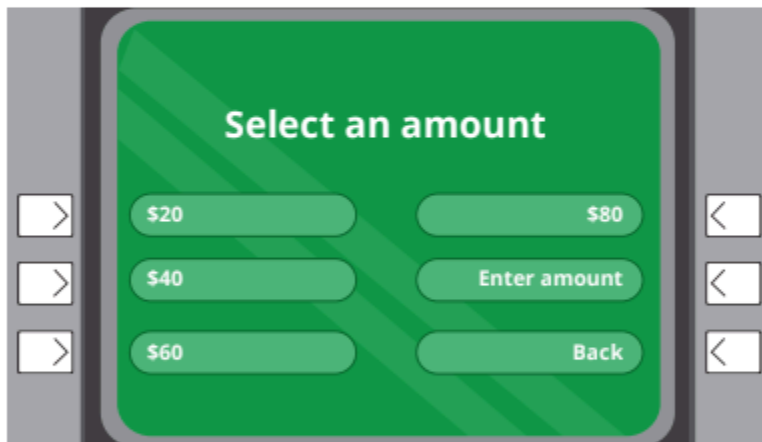
3. Select an amount

Next, the **ATM** screen asks you how much money you want to **withdraw**. It says **Select an amount** and shows some amounts you can pick.

If the screen doesn't show the amount of money you want to **withdraw**, choose **Enter amount**. Then use the **number pad** to type in the amount of money you want to **withdraw**.



Many **ATMs** only give out \$20 and \$50 bills. That means you have to **withdraw** at least \$20 when you use an **ATM**.



Which button do you press if you want to **withdraw** \$40?

Which button do you press if you want to **withdraw** \$100?



Sometimes, an **ATM** charges you a **fee** to **withdraw** your money. To spend less money on **fees**, use an **ATM** that belongs to your bank.

A **fee** is money you pay for a service, like using an ATM.

4. Receipt

You're almost done! Next, the **ATM** screen asks you if you want a **receipt**. You can choose **Yes** or **No**. The **receipt** shows you how much money you took out of your bank account, so you can have a record for later.



5. Withdraw your money

Finally, the money you want to **withdraw** comes out of the **cash dispenser**. Remember to take your money with you!



A **customer service representative** at your bank can show you how to **deposit** cheques and **cash** into your bank account using an **ATM**. A customer service representative can also tell you more about **ATM fees** you might pay.

Money words



A **receipt** is a piece of paper that shows your transaction in writing.

A **cash dispenser** is the ATM slot your cash comes out of.

A **customer service representative** is a bank worker who answers your banking questions and helps you deposit and withdraw money.



ATM safety

When you use an **ATM**, it's important to keep your money and your bank information safe. If they are not safe, dishonest people might steal your money.

Here are the things John does while he uses the **ATM**.

Do you think John is being **safe** or **unsafe**?

Circle your answer below.

If you're not sure, talk to your instructor or other people in your group.

	John looks around to make sure no one can see the number pad .	Safe	Unsafe	Not Sure
	John puts his hand over the number pad so no one can see him enter his PIN .	Safe	Unsafe	Not Sure
	John writes down his PIN and keeps it with his debit card .	Safe	Unsafe	Not Sure
	John uses a PIN that's easy to guess so he won't forget it.	Safe	Unsafe	Not Sure



It's a good idea to use a **PIN** that other people can't guess. Some numbers that are too easy to guess are your birthday, your phone number, or 1234.

Here are some other ways to stay safe when you use an ATM:

- ✓ Make sure no one is standing too close to you
- ✓ Count your money later, when you're far away from the **ATM**
- ✓ Only **withdraw** as much money as you need.
Remember that money is safer in your bank account, where you can't lose it

If you ever feel unsafe when you're using the **ATM**, press **Cancel** to get your **debit card** back. Then leave the **ATM**. You can find another **ATM** or come back later.





How to use an ATM

What we learned today

Today we learned about:

- The parts of an **ATM**
- How to **withdraw** money from an **ATM**
- How to use an **ATM** safely



Remember

It's important to protect your **PIN**. Choose a **PIN** that's hard to guess. Then memorize your **PIN** so you don't have to write it down.

Practice on your own

Are you ready to practice using an **ATM**? Next time you need some **cash**, try **withdrawing** money at an **ATM**.

Remember these tricks to help keep your money safe:

- Make sure no one is standing too close to you
- Cover the **number pad** with your hand when you enter your **PIN**
- Memorize your **PIN** so you don't have to write it down

Key words



ATM	Short for “Automated Teller Machine.” A machine that provides cash from your own bank account. It also lets you withdraw and deposit money using your debit card and a PIN (personal identification number)	
Braille	An alphabet made of raised dots. People who are visually impaired can read by feeling the raised dots	
Card reader	The ATM slot you put your debit card into when you start using an ATM	
Cash	Paper money and coins	
Cash dispenser	The ATM slot your cash comes out of	
Chequing account	An account for money you’ll spend using cheques or your debit card	
Customer service representative	A bank worker who will answer your banking questions and help you deposit and withdraw money	
Debit card	A card from the bank that lets you spend money from your bank account. It also lets you use an ATM	
Deposit	To put money into a bank account	

Fee	Money you pay for a service, like using an ATM	
Number pad	A kind of keyboard where you type information for an ATM	
Paper money	Small pieces of paper that are worth \$5 and up. Paper money is also called cash or bills	
PIN	Short for “Personal Identification Number.” Your PIN is your password to use your debit card	
Receipt	A piece of paper that shows your transaction in writing	
Savings account	An account for money you hold onto until you need it	
Touchscreen	A kind of screen that can sense when you touch it with your finger	
Transaction	Any time you give something to a business, or you get something from a business	
Withdraw	To take money out of a bank account	

Unit 3 – Bank Statement Example

Bank Name: Maple Leaf Bank

Account Holder: Jane Doe

Account Number: 123-456-789

Statement Period: July 1, 2025 – July 31, 2025

Branch: Toronto, ON

Currency: CAD

Account Summary

Item	Amount (CAD)
Opening Balance	\$2,345.00
Total Deposits	\$1,600.00
Total Withdrawals	\$2,100.00
Closing Balance	<u>\$1,845.00</u>

Transaction History

Date	Description	Withdrawals	Deposits	Balance
Jul 01	Opening Balance			\$2,345.00
Jul 03	Payroll Deposit – ABC Company		\$1,500.00	\$3,845.00
Jul 05	Interac e-Transfer to John	\$200.00		\$3,645.00
Jul 08	Grocery Store – Fresh Market	\$120.00		\$3,525.00
Jul 10	ATM Withdrawal	\$100.00		\$3,425.00
Jul 15	Utility Bill Payment – Hydro	\$160.00		\$3,265.00
Jul 20	Refund – Online Purchase		\$100.00	\$3,365.00
Jul 22	Rent Payment	\$1,500.00		\$1,865.00
Jul 29	Coffee Shop	\$20.00		\$1,845.00

Unit 3 - Roleplay Visit the Bank Activity

Roles

- **Client (You):** You need to go to the bank for a reason.
 - **Bank Teller (Partner/Teacher):** Works at the bank. Greets clients and helps them.
-

Situations (Choose one or more)

1. Opening a Bank Account

- You just moved to Canada and need to open a chequing account.
- You need to bring ID and proof of address.

2. Making a Deposit

- You have \$100 in cash and a \$500 cheque.
- You want to deposit into your savings account.

3. Asking About Bank Services

- You want to know the difference between a chequing and savings account.
- You ask if there are monthly fees.

4. Getting a Bank Card (Replacement)

- You lost your bank card.
- You want to order a new one.

5. Paying a Bill

- You bring your hydro bill to the bank and want to pay it.
 - You don't know how.
-

Example Dialogues

Scenario 1: Opening an Account

Client: Hello. I'd like to open a bank account.

Teller: Sure! Do you want a chequing or savings account?

Client: What's the difference?

Teller: A chequing account is for daily use. A savings account is for saving money.

Client: I need a chequing account, please.

Teller: Great! Do you have your ID and proof of address?

Scenario 2: Making a Deposit

Client: Hi. I want to deposit some money.

Teller: Into your chequing or savings account?

Client: Savings. I have \$100 cash and a \$500 cheque.

Teller: Please fill out this deposit slip.

Key Vocabulary

Word/Phrase	Meaning
Chequing account	An account for everyday transactions
Savings account	An account to save money
Deposit	To put money into your bank account
Withdrawal	To take money out of your bank account
Debit card	A card used to take money from your account
Statement	A record of account transactions
ID (Identification)	Passport, driver's licence, etc.

Task Instructions

1. Choose a situation.
2. Practice the roleplay in pairs (Client & Teller).
3. Switch roles after 5–10 minutes.
4. Use real forms/props (optional: fake deposit slip, ID, bill).

Unit 3 – Using an ATM Learning Activity

Match the word with its meaning.

- | | |
|----------------------|---|
| 1. PIN | a) The amount of money left in your account |
| 2. Deposit | b) A 4-digit secret code |
| 3. Withdrawal | c) Money you put into the bank |
| 4. Balance | d) Money you take out of the bank |
| 5. Receipt | e) A paper that shows your transaction |

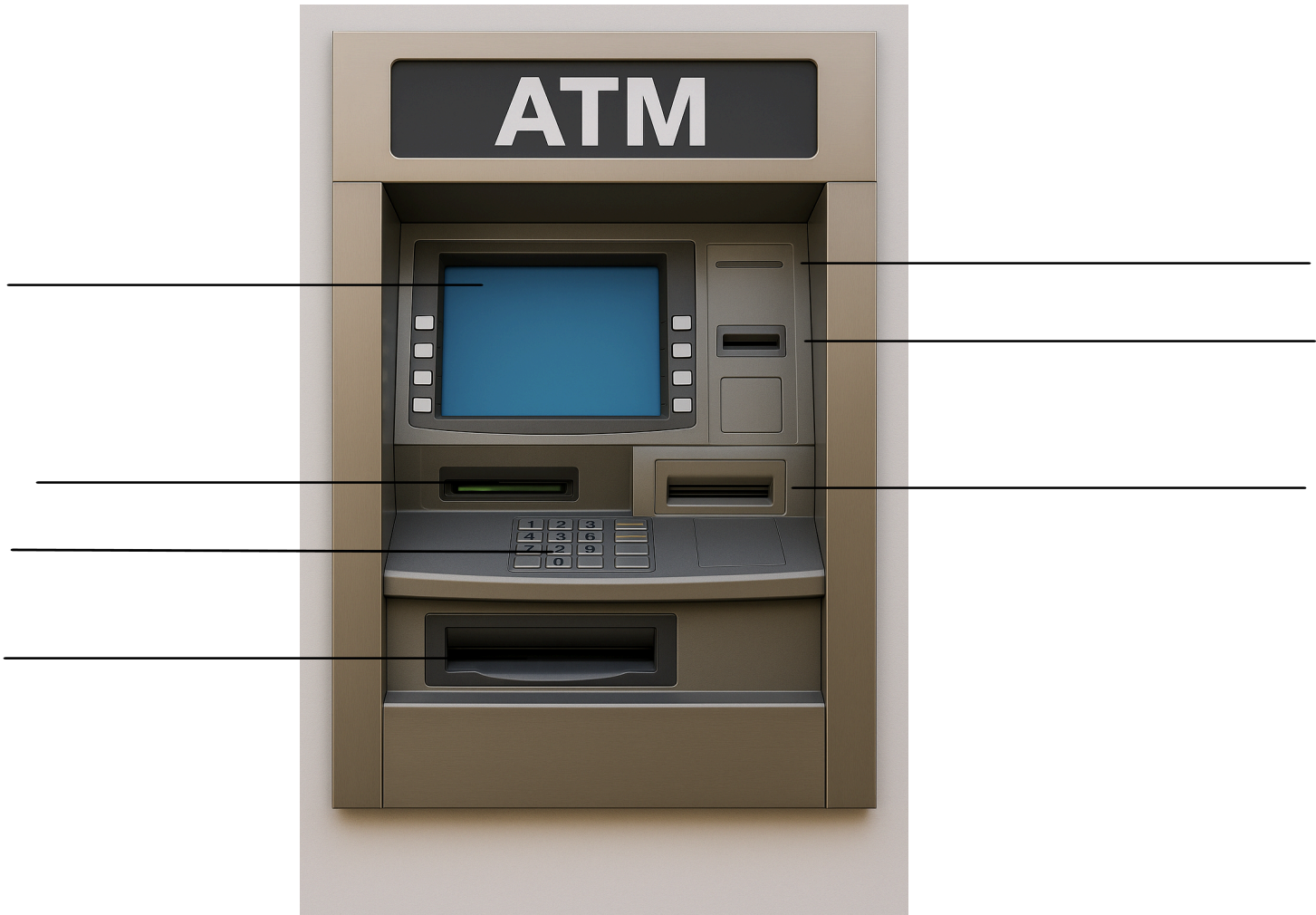
Put the steps in the correct order (1–6):

- ☐ Enter your PIN
- ☐ Insert your bank card
- ☐ Take your receipt
- ☐ Choose withdrawal, deposit, or balance inquiry
- ☐ Take your money (or deposit slip)
- ☐ Remove your card

If you had **\$150** in your account and you withdraw **\$40**, how much money is left?

Answer: _____

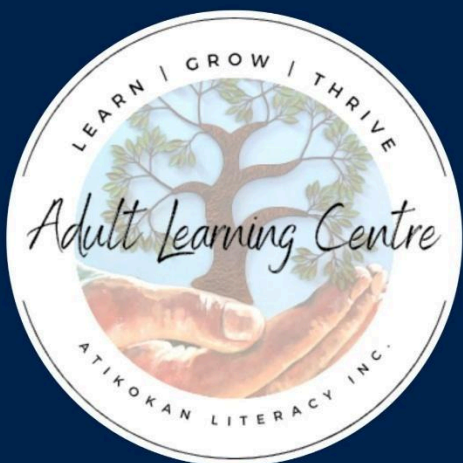
Please Label the Parts of the ATM below :



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Essentials for Life in Canada

The Atikokan Model



Unit 4 - Time



Canada 

**EMPLOYMENT
ONTARIO**

Ontario 

Unit 4 Vocabulary – Time



Days of the Week

- Sunday
 - Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
 - Saturday
 - Weekday
 - Weekend
-



Months of the Year

- January
 - February
 - March
 - April
 - May
 - June
 - July
 - August
 - September
 - October
 - November
 - December
-



Time of Day

- Morning
- Noon
- Afternoon
- Evening
- Night
- Midnight
- Sunrise
- Sunset
- Today

- Tomorrow
 - Yesterday
-

Telling Time Vocabulary

- O'clock
 - Quarter after
 - Quarter to
 - Half past
 - A.M.
 - P.M
 - Clock
 - Digital clock
 - Analog clock
 - Hour
 - Minute
 - Second
-

Seasons & Weather

- Spring
 - Summer
 - Fall (Autumn)
 - Winter
 - Snowy
 - Rainy
 - Sunny
 - Windy
 - Cloudy
 - Hot
 - Cold
-

Transportation & Schedule Terms

- Bus
- Train
- Car
- Truck

- Schedule
 - Time card
 - Shift
 - Departure
 - Arrival
 - On time
 - Late
 - Travel time
 - Store hours
 - Open
 - Closed
-

Practice Tip:

Use these words to talk about your week!

Try making sentences like:

- “I work on Monday and Tuesday.”
- “The bus leaves at quarter after nine.”
- “In winter, it is cold and snowy.”

Unit 4 – Months of the Year Worksheet

Part 1: Write the Months in Order

Write the months in the correct order (start with January):

1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
 7. _____
 8. _____
 9. _____
 10. _____
 11. _____
 12. _____
-

Part 2: Fill in the Blanks

1. The first month of the year is _____.
 2. The last month of the year is _____.
 3. My birthday is in _____.
 4. Canada Day is in _____.
 5. Halloween is in _____.
 6. There are _____ months in a year.
-

Part 3: Match the Month with the Season

Write which months go under each season:

❄️ **Winter**

🌸 **Spring**

😎 **Summer**

🍁 **Fall**

Part 4: Sentence Practice

Write 2 full sentences using months of the year.

1.

2.

Unit 4 – Days of the Week Worksheet

Part 1: Write the Days in Order

Write the 7 days of the week starting with Sunday:

1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
 7. _____
-

Part 2: Fill in the Blanks

1. The first day of the week is _____.
 2. The last day of the week is _____.
 3. Today is _____.
 4. Yesterday was _____.
 5. Tomorrow will be _____.
-

Part 3: Match the Day with the Activity

Draw a line to match the day with the activity (or write the letter).

Day

Saturday
Friday
Wednesday
Sunday
Monday

Activity

A. Go to school
B. Relax at home
C. Grocery shopping
D. Visit family
E. Go to the library

Part 4: Write Sentences

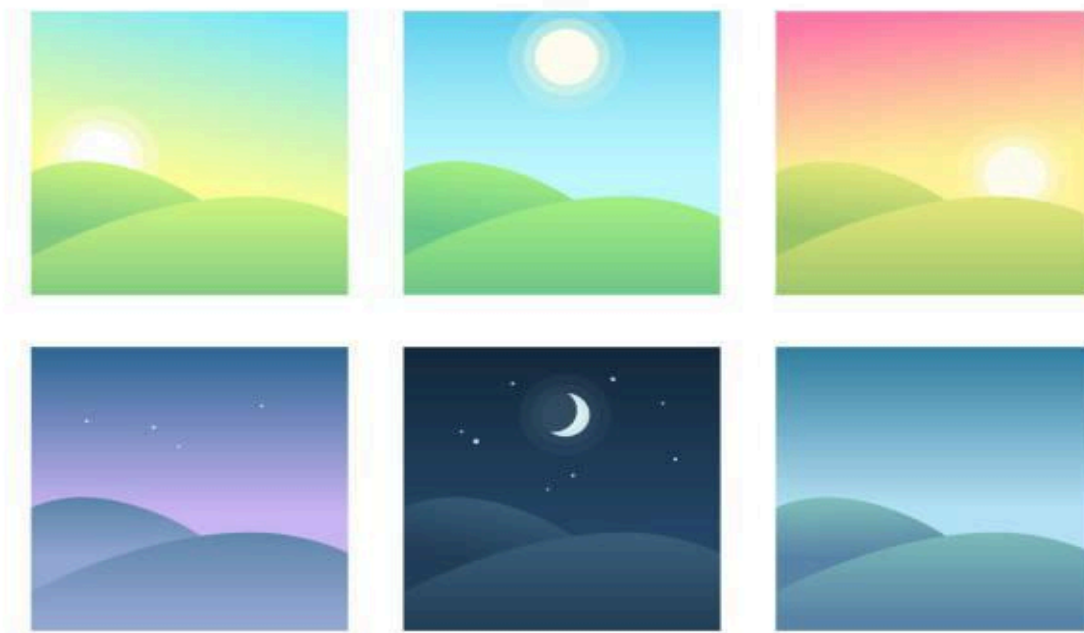
Write 2 sentences using days of the week.

1. _____
2. _____

Unit 4 – Blank Calendar Handout

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

Unit 4 – Time of Day, Seasons, Weather Images





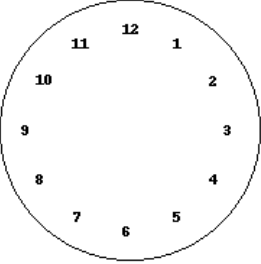
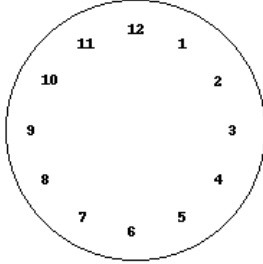
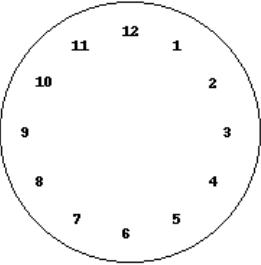
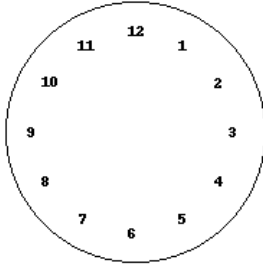
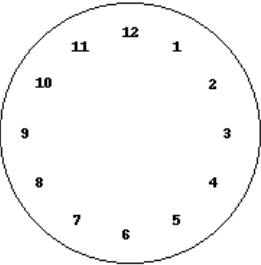
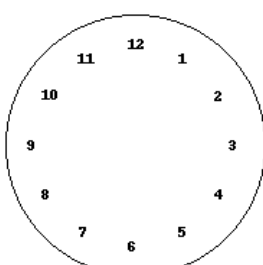
Word List

Morning Evening Day Night Dusk Dawn	Spring Summer Winter Fall/Autumn	Thermometer Rain Rainbow Fog Wet Sleet Snow Cloudy Clear Partly cloudy Sunny Thunderstorms Umbrella Flurries Dew
--	---	--

Unit 4 - Reading Time Worksheet

Part 1: Draw the Hands on the Clock

Instructions: Look at the digital time and draw the hands on the blank clock.

Time: 3:00 	Time: 7:30 
Time: 12:15 	Time: 9:45 
Time: 5:20 	Time: 6:35 

Part 2: Write the Time You See

Instructions: Look at each clock and match the correct time.

1. 2:00 Match Clock #: _____

4. 4:45 Match Clock #: _____

2. 3:50 Match Clock #: _____

5. 11:00 Match Clock #: _____

3. 1:15 Match Clock #: _____

6. 12:30 Match Clock #: _____

Clock #1



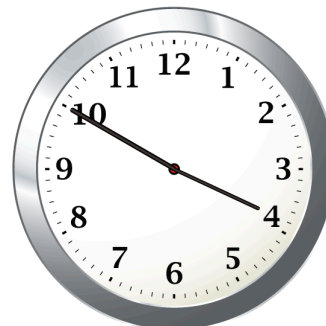
Clock #2



Clock #3

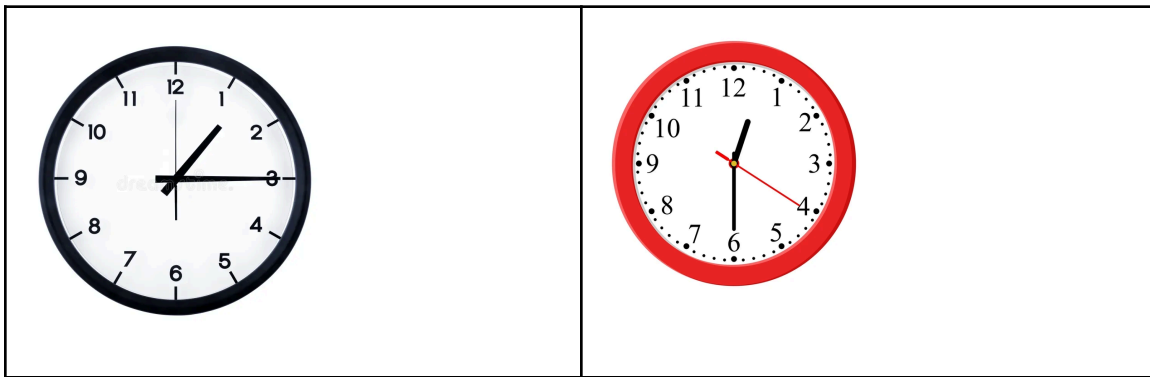


Clock #4



Clock #5

Clock #6



Unit 4 - Bus Schedule & Activity Worksheet

Part 1: Read the Bus Schedule

<u>Stop Name</u>	<u>Bus #</u>	<u>Arrives At</u>	<u>Leaves At</u>
Main Station	101	—	7:00 AM
Maple Street	101	7:10 AM	7:12 AM
School Avenue	101	7:20 AM	7:21 AM
Market Square	101	7:30 AM	7:32 AM
Park Terminal	101	7:45 AM	

Part 2: Answer the Questions

1. What time does the bus leave **Main Station**?

2. What time does the bus arrive at **Maple Street**?

3. How many stops are on this bus route?

4. Which stop is just before **Park Terminal**?

5. If you get on at **School Avenue**, what time will you arrive at **Park Terminal**?

Unit 4 - Canadian Holidays

What Are Holidays?

Holidays are special days when people in Canada **celebrate, rest, or remember** important events.

Some holidays are **national** (all of Canada), and some are **provincial** (only in Ontario, for example).

National & Ontario Holidays

Holiday	Month	What We Celebrate
New Year's Day	January	First day of the new year
Family Day	February	Time with family (Ontario only)
Good Friday	March/April	Christian holiday – Friday before Easter
Victoria Day	May	Queen Victoria's birthday
Canada Day	July 1	Canada's national birthday
Civic Holiday	August	Summer holiday (Ontario)
Labour Day	September	Workers and employment rights
Thanksgiving	October	Giving thanks for food and family
Remembrance Day	November 11	Honouring soldiers (not a stat holiday in Ontario)

Christmas Day	December 25	Birth of Jesus (Christian holiday)
Boxing Day	December 26	Shopping and rest after Christmas

Vocabulary

- **Holiday** – special day to rest or celebrate
 - **Statutory Holiday** – paid day off work for many people
 - **Celebrate** – do something special or fun
 - **Family** – parents, children, relatives
 - **Tradition** – something people do every year
 - **Parade** – people marching and celebrating on the street
 - **Fireworks** – bright lights in the sky at night
 - **Remembrance** – thinking about people who have died
-

Discussion Questions

1. What holidays do you celebrate in your country?
2. Do you have a favourite Canadian holiday?
3. What do you like to do on holidays?
4. Do you work or rest on holidays?

Weekly Planner

WEEK OF _____

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

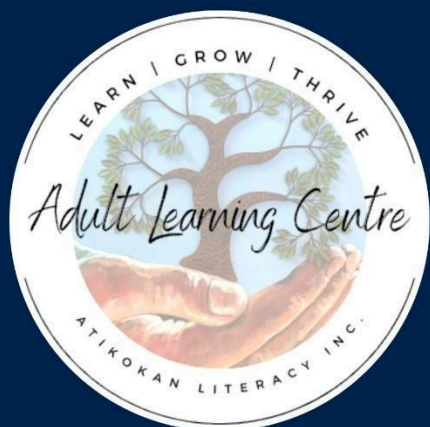
SATURDAY

NOTES

Homemade
GIRLS MADE EASY

Essentials for Life in Canada

The Atikokan Model



Unit 5 - Health & Wellness



Canada

EMPLOYMENT
ONTARIO

Ontario



Unit 5 Vocabulary – Health & Wellness

Body Parts

- Head
 - Arm
 - Leg
 - Hand
 - Foot
 - Eye / Eyes
 - Ear / Ears
 - Mouth
 - Nose
 - Shoulder
 - Back
 - Chest
 - Stomach
 - Knee
-

Illnesses & Symptoms

- Cold
 - Cough
 - Fever
 - Headache
 - Pain
 - Stomachache
 - Sore throat
 - Runny nose
 - Rash
 - Allergy
 - Injury
 - Infection
-

Health & Wellness Vocabulary

- Doctor
- Nurse
- Family doctor
- Specialist

- Clinic
 - Hospital
 - Emergency
 - Appointment
 - Prescription
 - Pharmacist
 - Pharmacy
 - Treatment
 - Medicine
 - Check-up
 - Referral
 - OHIP (Ontario Health Insurance Plan)
 - Health card
-

Emergency & First Responders

- 911
 - Ambulance
 - Paramedic
 - Police
 - Firefighter
 - Emergency operator
-

Useful Phrases

- "I have a _____."
 - "It hurts here." (point to body part)
 - "I need to see a doctor."
 - "I have a headache / fever / cough."
 - "I would like to book an appointment."
 - "My OHIP number is _____."
 - "Call 911!"
 - "Please call for help."
 - "Where is the nearest clinic?"
 - "Do you have a prescription?"
-

Practice Tip

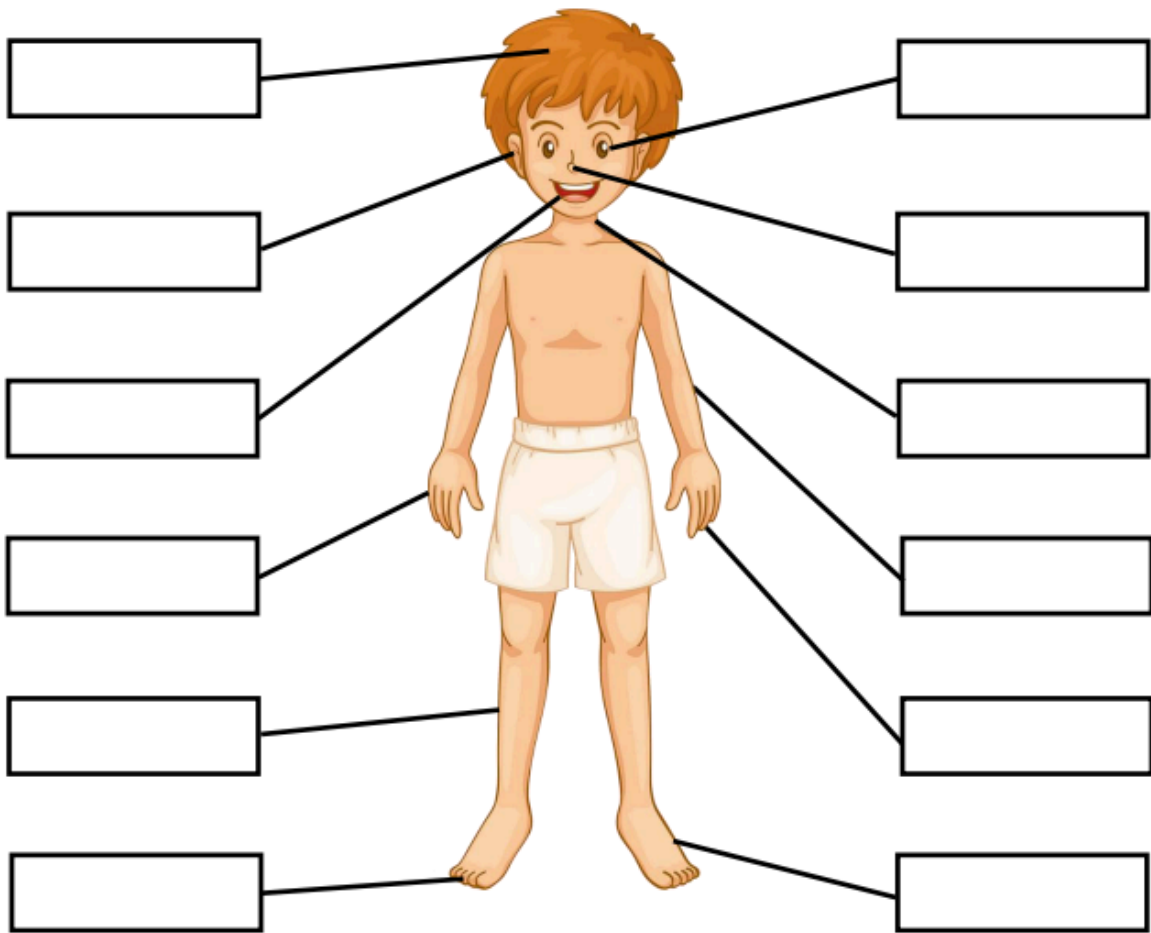
Use these words to roleplay a doctor's visit. Try sentences like:

- “I feel pain in my chest.”
- “My fever started yesterday.”
- “I need medicine for my allergy.”

Unit 5 - Body Parts Labeling Activity

Label the parts of the body below.

arm	hand	leg	foot
eye	mouth	ear	nose
neck	toes	fingers	head



Unit 5 – Symptoms Vocabulary Handout #2



AILMENT-INJURY-SYMPTOM



SWAB TEST



MOUTH ULCER



HAY FEVER



GASTRIC PAIN



BLOOD SUGAR



INSULIN INJECTION



OBESITY



VIRUS



CHICKENPOX



SCABIES



ABSCCESS



SINUSITIS



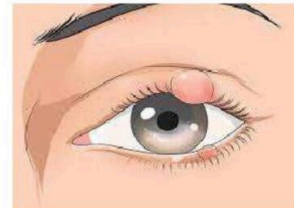
LUMP



VERTIGO



FLU



STYE

AILMENT-INJURY-SYMPTOM



INSOMNIA



SKIN RASH



DIARRHEA



ACNE/PIMPLE



HEART ATTACK



DISABLED



LAME



COV-19 VACCINE



COV-19 PATIENT



SHORT BREATH



SHORT SIGHTED



FAR SIGHTED



SORE EYE



KNEE PAIN



TOOTH DISLODGED



MIGRAINE

Unit 5 – Health Symptoms Activity Worksheet

Illnesses Matching

Write the correct number in front of each word:



a stomach ache _ _ _

a headache _ _ _

a fever _ _ _

a sore throat _ _ _

an earache _ _ _

a cold _ _ _

a toothache _ _ _

a cough _ _ _

a cramp _ _ _

Unit 5 - Roleplay Activity: Booking a Doctor's Appointment

Instructions: Work in pairs. One person is the *receptionist*, and the other is the *patient*. Then switch roles.

Step 1: Use Imaginary Info

- Patient Name: _____
 - OHIP Number: _____
 - Phone Number: _____
-

Step 2: Receptionist Script (Use your own words)

1. Greet the patient.
 2. Ask for their name and OHIP number.
 3. Ask what symptoms they are having.
 4. Offer an appointment date and time.
 5. Confirm the details.
 6. Say goodbye politely.
-

Step 3: Patient Script (Use your own words)

1. Say hello and ask for an appointment.
 2. Give your name and OHIP number.
 3. Describe 1 or 2 symptoms (e.g. "I have a sore throat and cough.")
 4. Listen to the appointment time.
 5. Repeat the time to confirm it.
 6. Say thank you and goodbye.
-



Practice Vocabulary

- I need to see a doctor.
 - My name is...
 - My OHIP number is...
 - I have a fever/headache/stomach ache/etc.
 - What time is the appointment?
 - Thank you!
-

Unit 5 – Emergency Call Information



Calling 911 in Canada

When to Call and What to Say



Call 911 for Emergencies Only

Call **911** when someone needs help **right away** from:

-  **Paramedics** (medical emergency)
 -  **Fire Department** (fire, smoke, gas)
 -  **Police** (crime, danger, accident)
-



Do NOT Call 911 for:

- A cold or minor illness
 - A doctor's appointment
 - Lost items
 - Asking for directions
 - Power outages
-



How to Call 911

1. **Dial 911** from any phone (landline or mobile)
 2. Stay calm and speak clearly
 3. Tell the operator:
 - Your **name**
 - Your **location/address**
 - What happened (fire, injury, danger, etc.)
 4. **Answer all questions**
 5. **Do not hang up** until they say it's okay
-



Example:

"My name is Maria. I'm at 123 King Street. My friend fell and can't move. Please send an ambulance."



Notes:

- You can ask for a **translator** in your language.
- You can teach your children how and when to call 911.
- If you are not sure if it's an emergency, it is **okay to call**.

Unit 5 – OHIP Form

**ServiceOntario**[Clear Form](#)[Instructions](#)**Registration for Ontario Health Insurance Coverage**

If you are a **new** or **returning** to Ontario, complete sections A, B and C.
If you are **renewing** your photo Health Card, complete sections A and C.

Refer to the Ontario Health Coverage Document List for the list of documents you will need to present with your application. Please print and use a blue or black pen.

Microfilm use only

Facility Use Only

Number Reference Number

A. Personal Information

Last Name		First Name		Middle Name	Sex ☐ Male ☐ Female
Date of Birth (/ /)	Official language preference? ☐ English ☐ French	Have you ever had an Ontario Health Number? ☐ Yes ☐ No		If yes, what was the number?	
Home Telephone Number () -		☐ No Telephone		Work or other Telephone Number () - Extension -	
Mailing Address		Street Number and Name, R.R., P.O. Box or General Delivery			
City	Province	Postal Code	Country		
Residence Address (if different from above)		Street Number and Name, or lot, concession and township			
City	Province	Postal Code	Country	Date moved to this address (/ /)	

ON

CANADA

B. Section to be completed only by new or returning residents

Where did you move from? (Apartment number, street number and name)			City	
Province/State			Country	When did you leave the above address? (/ /)
When did you arrive in Ontario? (/ /)	When did you take up permanent residence in Ontario? (/ /)	How long do you plan to live in Ontario? ☐ permanently ☐ temporarily		
If you moved from another part of Canada, were you covered by a government health plan? ☐ No ☐ Yes			If yes, what was your health number?	
Are you a Canadian citizen returning to Canada? ☐ No ☐ Yes		Are you an immigrant returning to Canada? ☐ No ☐ Yes		Are you a new immigrant? ☐ No ☐ Yes
Have you recently left the Canadian Forces? ☐ No ☐ Yes (date of discharge) / /		Have you recently been released from a Federal penitentiary? ☐ No ☐ Yes (date of release) / /		
Are you the spouse or dependant of a Regular Force member of the Canadian Forces? ☐ No ☐ Yes		Are you a reservist returning from an out-of-country posting? ☐ No ☐ Yes (date of return) / /		Are you the spouse or dependant of a reservist currently deployed by the Canadian Forces into active service? ☐ No ☐ Yes

C. Agreement

I confirm that:

- I make and intend to continue making Ontario my primary place of residence.
- I will be physically present in Ontario for at least 5 months (153 days) in any 12-month period.
- I must not be absent from Ontario for more than 30 days within the first 183 days immediately after establishing residency in Ontario unless I am considered by the Ministry of Health and Long-Term Care to be one of the following or I could lose my OHIP coverage: a Mobile Worker or a Mobile Student, a person who has moved to Ontario directly from another province or territory of Canada where I was insured under a publicly funded health care insurance plan, a Reservist returning from an out-of-country posting or the spouse and/or dependant of a Regular Force member of the Canadian Forces, or the spouse and/or dependant of a Reservist currently deployed by the Canadian Forces into active service.
- The information I have given in this application, and in the documents I have provided, is true and accurate.

I understand that:

- If there is any change in my name, address, citizenship or immigration status I will inform the Ministry of Health and Long-Term Care and/or its agent ServiceOntario within 30 days.
- The Ministry of Health and Long-Term Care and/or its agent ServiceOntario may check my residence status and any information I have given in this form and in the documents I have provided.
- For verification this information may be collected from, and disclosed to, government and non-government organizations, if the law allows it.
- It is an offence to knowingly provide false information in relation to this application.

Signature of ☐ applicant ☐ legal guardian ☐ parent ☐ power of attorney **X**Date
September 04, 2025

Collection of the personal health information on this form is for assessment and verification of eligibility for Ontario health insurance coverage, or related programs, health planning and research, and the administration of the Health Insurance Act and the Ontario Drug Benefit Act. The information may be used and disclosed in accordance with the Personal Health Information Protection Act, 2004, and as set out by the "Ministry of Health and Long-Term Care Statement of Information Practices" which may be accessed at www.health.gov.on.ca. I understand that I may withhold my consent to the collection of this information; but that in doing so may interfere with the provision of my Ontario health insurance coverage. For more information, please call ServiceOntario INFOLINE at 1-800-268-1154.

Ministry Use Only / Réserve au Ministère		Health Number	Version Code	Date	P. Clerk Number	Initials					
Doc. Clipping	Name on Document	Cit Type	Effective date		End date						
	Document Type	Issued by	Document Number		Client ID						
	Document Type	Document source	HL	Id.	Document Type	Document source	HL	Organ donor	Exempted	A	P

0265-82 (2022/10)

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[Print Form](#)

7830-4480

Unit 5 – Travel Grant Form



Ministry of Health

Northern Health Travel Grant Application

For Ministry Use Only – Do not write here

Print clearly in block letters. Ensure BOTH sides of this application are completed.

Fields marked with an asterisk (*) are mandatory.

Section 1: Patient Information (Mandatory Section)

The Patient / Guardian / Substitute Decision Maker or Third-Party Agency must complete sections 1, 2 (if necessary), 3 (if necessary), 4, and 5 in full.

10-Digit Ontario Health Card Number * 2-Letter Version Code * Note: If Last Name entered here, First Name is mandatory. *
Last Name * Single Name *
or

Middle Name First Name * (not applicable if Single Name entered) Date of Birth (yyyy/mm/dd) * Response Preference *
☐ English ☐ French

Address Associated with Ontario Health Card Number *

Unit Number Street Number * Street Name * PO Box Postal Code *
City/Town * Province * Telephone Number * Email Address

Alternate Mailing Address (If Necessary) *

If you wish to have correspondence related to this application sent to an alternate address than what is provided above, please enter this information below

Unit Number Street Number * Street Name * PO Box Postal Code *
City/Town * Province * Telephone Number * Email Address

Type of Transportation *

Automobile (Receipts not required) ☐ One-Way ☐ Round-Trip

Commercial Carrier (Require ticket/itinerary showing fare paid) ☐ Air ☐ Rail ☐ Bus
* Was the Travel by Commercial Carrier one-way or round-trip? ☐ One-Way ☐ Round-Trip

Ambulance / Air Ambulance ☐ One-Way ☐ Round-Trip

Are this patient's travel costs eligible for reimbursement from another program/organization? *

☐ No ☐ Yes, WSIB ☐ Yes, Private Insurance (e.g. third party liability) ☐ Yes, NIHB- Non-Insured Health Benefits Program for eligible First Nations and Inuit people

Did you travel with a companion? *

☐ Yes ☐ No

☐ I certify that I was not able to travel without a companion for this treatment trip. (Only required if you answered "Yes" to the questions above)

Important: Please submit accommodation receipts with this application.

Section 2: Companion Information (if applicable)

If applying for a companion grant, please complete this section in full.

Note: If Last Name entered here, First Name is mandatory. * First Name * (not applicable if Single Name entered) Middle Name
Last Name * Single Name *
or

Companion Mailing Address

Please enter the address you would like all correspondence sent to in regards to this application.

☐ Same as Patient Address Unit Number Street Number * Street Name * PO Box
Postal Code * City/Town * Province * Telephone Number * Email Address

Type of Transportation *

Automobile (Receipts not required) ☐ One Way ☐ Round Trip

Commercial Carrier (Require ticket/itinerary showing fare paid) ☐ Air ☐ Rail ☐ Bus
* Was the Travel by Commercial Carrier one-way or round-trip? ☐ One-Way ☐ Round-Trip

Ambulance / Air Ambulance ☐ One-Way ☐ Round-Trip

Northern Health Travel Grant Application

Print clearly in BLOCK LETTER. Ensure BOTH SIDES of this application are completed.

For Ministry Use Only – Do not write here

Section 3: Advance Funding by Third Party Agency/Society (if applicable)

If any travel costs, including travel grant and/or accommodation allowance, have been covered in advance by an approved Third Party Agency, please complete this section. Payment for which a patient is eligible will be made to that Third Party Agency.

Name of Society or Agency *				Code Number	
Unit Number	Street Number *	Street Name *	PO Box	Postal Code *	
City/Town *	Province *	Municipality *	Telephone Number *		

☐ I hereby direct the ministry's NHTG Program to pay my travel grant pertaining to this Northern Health Travel application to the society or agency named above. *

Section 4: Payment Preference (Mandatory Section)

NOTE: Your bank statement will show a payment from "NOTS".

If you choose not to complete this section, or select "No" below, the payment will be defaulted to a cheque payment via regular mail.

Patient Enrolment for Direct Deposit

Do you wish to receive your grant via direct deposit to your bank account?

☐ Yes ☐ No

If you selected "Yes" to direct deposit, please include a Payroll Direct Deposit Form or Void Cheque with your grant application IF:

• This is the first time you have chosen to receive a grant payment via direct deposit

or

• Your banking information you submitted previously has changed since you received your last grant via direct deposit

Travel Companion Enrolment for Direct Deposit *

Do you wish to receive your grant via direct deposit to your bank account?

☐ Yes ☐ No

If you selected "Yes" to direct deposit, please include a Payroll Direct Deposit Form or Void Cheque with your grant application.

COMPANIONS ONLY: Companions interested in receiving their payment via direct deposit MUST submit a NEW Payroll Direct Deposit Form or Void Cheque each time an application is submitted.

Section 5: Patient/Guardian/Substitute Decision Maker (SDM) Authorization (Mandatory Section)

Notice: The ministry cannot process your application unless you (and your companion, if applicable) provide the personal information required in sections 1 and 4 of the application. The ministry needs this information for the proper administration of the NHTG Program and will use and may disclose it for the purpose of determining your eligibility and processing your application. If you (and your companion, if applicable) do not consent to the ministry's collection, use, and/or disclosure of this information, the ministry cannot process your application. For further information, please contact the Manager, NHTG Program (see above address information) or by phone at 1-800-262-6524.

* I hereby certify that I am the:

- ☐ Patient
☐ Parent / Guardian
☐ SDM of the patient (see instructions)

By completing this application, I

(First Name, Last Name)

consent to MOH's

collection, use and disclosure of the personal health information in accordance with the Personal Health Information Protection Act, 2004.

Patient / Guardian / SDM Signature *

Section 6: Speciality-Service Provider Information (Mandatory Section)

The Specialist-Service Provider must complete this section in full.

Date of Service (yyyy/mm/dd) *	Last Name of Specialist/Service Provider *	Initials *	Professional Designation	OHIP Billing Number
Specialty *	Name of Facility where Service Provided *	City/Town Service Provided in *	Telephone Number	
Is this service for a ☐ Consultation ☐ Procedure ☐ Surgery ☐ Follow Up Visit ☐ Other				
Is this medical service for an OHIP insured Service? ☐ Yes ☐ No				
Is this service WSIB Related? ☐ Yes ☐ No				
Was the patient hospitalized during this treatment trip? ☐ Yes ☐ No				
Is this medical service for an ADP approved device? ☐ Yes ☐ No If yes, provide ADP vendor number: _____				
Is this medical service part of the Cleft Lip and Palate Program? ☐ Yes ☐ No If yes, provide Program number: _____				
Is this medical service part of Ontario Seniors Dental Care Program? ☐ Yes ☐ No				
Is this medical service part of Ontario Fertility Program (OFP)? ☐ Yes ☐ No				
Number of lodging nights necessary for the patient to access medical care: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8+ nights				

Physician Fee Code:

K036

I certify that the information provided is correct.

Specialist Provider's Signature *

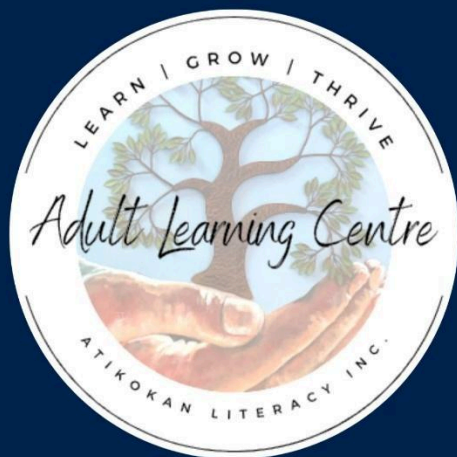
[Print Form Only](#)

[Print Form and Instructions](#)

[Clear Form](#)

Essentials for Life in Canada

The Atikokan Model



Unit 6 - Directions & Transportation



Canada

EMPLOYMENT
ONTARIO

Ontario



Unit 6 Vocabulary – Directions & Transportation



Direction Words

- Left
 - Right
 - Straight
 - Turn
 - Go around
 - Go over
 - Go across
 - Next to
 - Beside
 - In front of
 - Behind
 - Near
 - Between
 - On the corner
 - At the end of the street
-



Cardinal Directions

- North
 - South
 - East
 - West
-



Road & Traffic Words

- Stop
- Go
- Yield
- Crosswalk
- Traffic light
- Stop sign
- One-way
- Speed limit
- Exit
- Roundabout
- Caution

- Slow
-



Places in a Town

- School
 - Bank
 - Grocery store
 - Bus stop
 - Train station
 - Gas station
 - Hospital
 - Pharmacy
 - Library
 - Park
 - Post office
 - Mall
 - Church
 - Police station
-



Transportation Vocabulary

- Car
 - Bus
 - Train
 - Subway
 - Streetcar
 - Truck
 - Plane
 - Taxi
 - Bicycle / Bike
 - Boat
 - Travel
 - Ride
 - Drive
-



License & Forms Vocabulary

- G1 License

- Application
 - Test
 - Eye exam
 - Identification (ID)
 - Name
 - Address
 - Birthdate
 - Signature
-

Useful Phrases

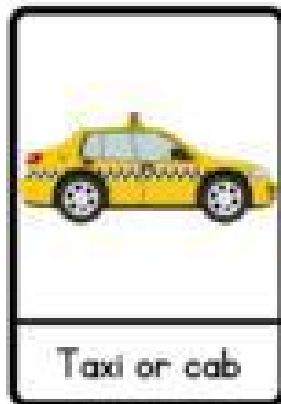
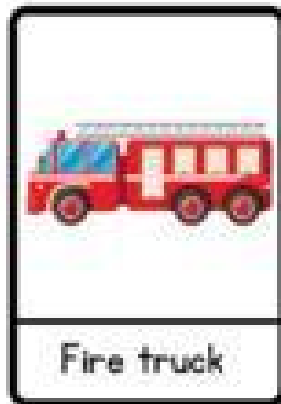
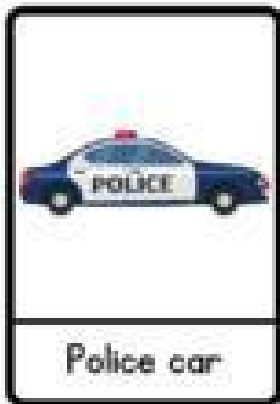
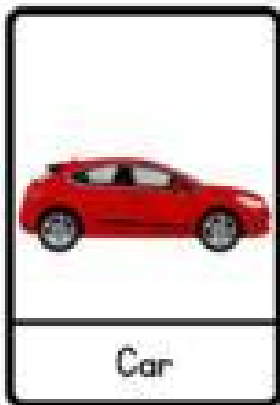
- “Can you tell me how to get to...?”
 - “Go straight and turn left at the corner.”
 - “It’s next to the bank.”
 - “Take the bus to Main Street.”
 - “I need to apply for my G1 license.”
 - “Where is the nearest subway station?”
-

Practice Tip

Use these words to give a classmate directions from one place to another! Try saying:

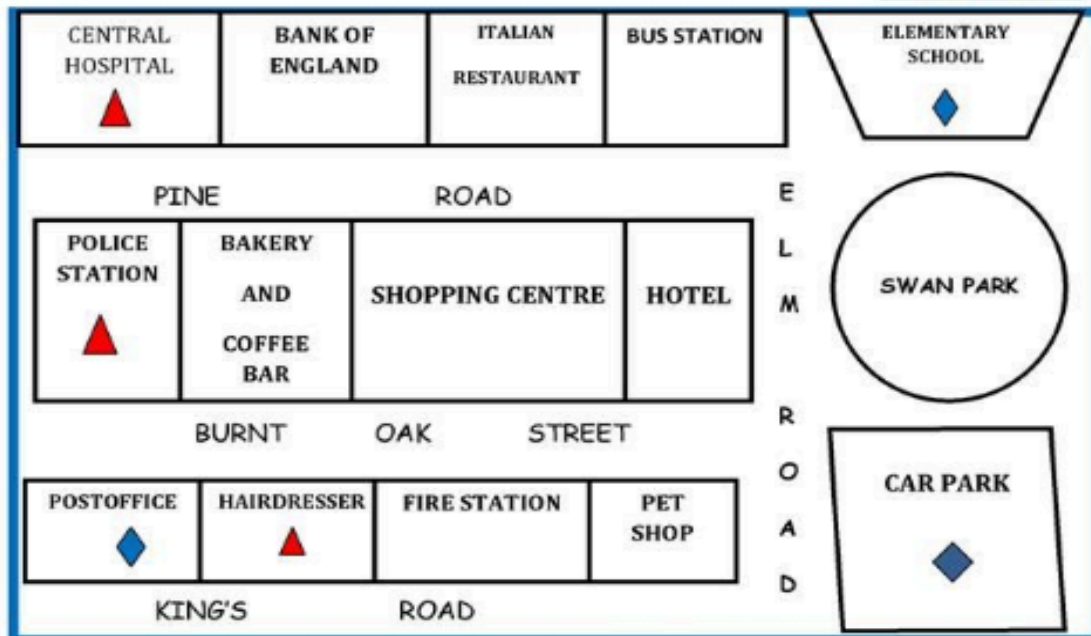
- “Go straight, then turn right.”
- “The pharmacy is behind the grocery store.”
- “Take the #6 bus to the library.”

Unit 6 – Transportation Images



Unit 6 – Giving Directions Worksheet

Using the map answer the questions and roleplay giving directions:



A) Look at the map and answer TRUE or FALSE

1. The bakery is opposite the bus station.
- 2.- The fire station is next to the post office.
- 3.- The Bank of England is beside the school.
- 4.- The car park is opposite the pet shop.
- 5.- The hospital is in Pine Road
- 6.- The hairdresser is next to the hotel.

B) CORRECT THE FALSE SENTENCES.

- 1.- The bakery is opposite the
- 2.-
- 3.-
- 4.-

GIVING DIRECTIONS:

A) You are at the car park

Excuse me, Where is the police station?

B) You are at the elementary school.

Excuse me, How can I get to the hairdresser?

C) You are at post office.

Excuse me, Can you tell me the way to the central hospital?

Unit 6 – Driving Handbook Excerpts Handout



SHARE THE ROAD WITH ONCOMING TRAFFIC

This sign means you have to share the road with oncoming traffic.



DIVIDED ROAD ENDS, KEEP TO THE RIGHT

Divided road ends, keep to the right.



ROAD AHEAD TURNS RIGHT, THEN LEFT

The road ahead first turns right, then left.



DEER REGULARLY CROSS, BE ALERT FOR ANIMALS

This is a 'Deer Crossing' road sign.



BUMPY OR UNEVEN PAVEMENT AHEAD

This is a 'Bumpy or Uneven Pavement Ahead' road sign.



MERGE WITH TRAFFIC

This sign warns about merging with traffic, where traffic on two roads are equally responsible to merge correctly.



MEDIAN AHEAD; KEEP TO THE RIGHT

This is a warning sign saying that the road ahead is separated by a median. Keep to the right of the median or barrier.



A SCHOOL CROSSING AHEAD

This is a 'School Crossing Ahead' road sign. Follow the directions of the crossing guard or school safety patroller.



A HIDDEN SCHOOL BUS STOP AHEAD

This is a 'Hidden School Bus Stop Ahead' road sign. Slow down, drive with extra caution, watch for children and school buses with flashing red lights



RIGHT LANE ENDS AHEAD

This is a 'Right Lane Ends' sign. If you are in this lane, make sure you safely merge with traffic in the lane to the left.



SCHOOL ZONE SIGN

This is a 'School Zone' sign.



WINDING ROAD

This is a 'Winding Road Ahead' sign.



STOP SIGN AHEAD

This is a 'Stop Sign Ahead' road sign. Be prepared to stop.



STEEP HILL AHEAD

This is a 'Steep Hill Ahead' road sign.



NARROW BRIDGE AHEAD

This is a 'Narrow Bridge Ahead' road sign.



TRUCK ENTRANCE AHEAD ON THE RIGHT

This sign means there is a truck entrance ahead on the right.



ROAD BRANCHING OFF AHEAD

This is a 'Road Branching Off Ahead' road sign.



RAILWAY CROSSING AHEAD

This is a sign indicating that a railway crossing is ahead.



BICYCLE CROSSING AHEAD

This is a 'Bicycle Crossing Ahead' road sign.



DANGER, SHARP TURN

This is a 'Sharp Turn Ahead' road sign.



DRIVERS ON THE SIDEROAD OF THE INTERSECTION AHEAD DON'T HAVE A CLEAR VIEW OF TRAFFIC

This is a warning sign showing that drivers on the sideroad at the intersection ahead don't have a clear view of traffic.



BUS ENTRANCE AHEAD ON THE RIGHT

This sign indicates an upcoming bus entrance on the right and vehicles should be prepared to yield to buses entering the roadway.



PAVEMENT IS SLIPPERY WHEN WET

This is a 'Slippery When Wet' road sign. Drive with caution.



FIRE TRUCK ENTRANCE AHEAD ON THE RIGHT

This sign indicates an upcoming fire truck entrance on the right and vehicles should be prepared to yield to fire trucks entering the roadway.



MAXIMUM SAFE SPEED FOR THE CURVE

Posted under a curve warning, this sign shows the maximum safe speed for the curve.



YOU ARE APPROACHING A RAILROAD CROSSING

This sign warns you that there is a rail road crossing ahead.



SLOWER TRAFFIC MUST KEEP RIGHT

Slow traffic on multi-lane roads must keep right.



THIS LANE IS FOR BICYCLES ONLY

This is a 'Bicycles Only' lane sign.



TWO-WAY LEFT TURN LANE

This is a 'Two-way Left Turn Lane' road markup.



DO NOT BLOCK INTERSECTION

This is a 'Do Not Block The Intersection' road sign.



KEEP TO THE RIGHT LANE, EXCEPT WHEN PASSING ON TWO-LANE SECTIONS WHERE CLIMBING OR PASSING LANES ARE PROVIDED

This is a regulatory sign instructing drivers to keep to the right lane except when passing on two-lane sections where climbing or passing lanes are provided.



THESE SIGNS TELL DRIVERS THE DIRECTION THEY MUST TRAVEL

These signs, above the road or as markings on the pavement before an intersection, tell drivers the direction they must travel.



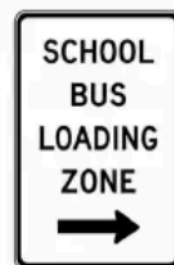
BE MORE AWARE OF PEDESTRIANS AND YOUR SPEED IN THIS AREA

This sign indicates areas where the community has identified that there is a special risk to pedestrians. Traffic related offences committed within the zone are subject to increased fines.



SPEED LIMIT CHANGES AHEAD, WITH MAXIMUM SPEED OF 50 KM/H

This is a regulatory sign indicating that there is a speed limit change ahead. You must be prepared to slow down to the posted speed when you see another speed limit sign without an arrow.



SCHOOL BUSES LOAD AND UNLOAD IN THIS AREA

This sign marks a zone within which school buses load or unload passengers without using the red alternating lights and stop arm.



KEEP TO THE RIGHT OF THE TRAFFIC ISLAND

You must keep to the right of the traffic island when you see this sign.



LANE USAGE SIGN MEANING RIGHT TURN ONLY

This is a 'Right Turn Only' sign.



TRAFFIC MUST TRAVEL IN ONE DIRECTION ONLY

This is a 'One Direction Only' road sign.



SHOWS MAXIMUM SPEED LIMIT ON THE HIGHWAY

This is a 'Maximum Speed Limit On The Highway' road sign.



YOU MUST EXIT IF YOU REMAIN IN RIGHT-HAND LANE

This sign means 'Right Lane Must Exit'.



YOU MUST STOP IF A SCHOOL BUS HAS FLASHING SIGNALS

This sign means that you must stop for school bus when signals are flashing.



DO NOT DRIVE STRAIGHT THROUGH THE INTERSECTION

This is a sign also known as 'Do Not Drive Straight Through the Intersection'.



RED LIGHT CAMERA AT INTERSECTION

This intersection is monitored with a red light camera.



DO NOT TURN LEFT DURING THE TIMES SHOWN

This sign means 'No Left Turn During The Posted Times'.



DO NOT STOP IN THE AREA BETWEEN THE SIGNS

This sign means that stopping is not allowed in the area between the signs, even for a moment.



YOU MUST NOT MAKE A LEFT TURN

This is a 'No Left Turn' road sign.



NO RIGHT TURN ON RED

This is a 'No Right Turn On Red' sign.



NO PEDESTRIANS ALLOWED

This is a 'No Pedestrians' road sign.



YOU MUST GIVE THE RIGHT-OF-WAY

This is a 'Yield' sign.



NO BICYCLES ALLOWED ON THIS ROAD

This is a 'No Bicycles Allowed' road sign.



PASSING IS NOT ALLOWED

This is a 'Passing is not allowed' sign.



DO NOT STAND OR STOP IN THIS AREA

This sign means 'No Standing or Stopping in This Area'.



YOU MUST NOT MAKE A U-TURN

This is a 'No U-Turn Allowed' sign.



NO IDLING FOR MORE THAN 3 MIN

This is a 'No Idling' sign.



KEEP OUT (DO NOT ENTER)

This is a 'Do Not Enter' road sign.



STOP AND YIELD THE RIGHT-OF-WAY TO PASSING VEHICLES FROM BOTH DIRECTIONS

This is a Stop sign, you must come to a complete stop and yield the right-of-way to passing vehicles from both directions.



DO NOT PASS ANY VEHICLES WITHIN 30 METRES OF A PEDESTRIAN CROSSING

This is a pedestrian crossover. Be prepared to stop and yield right-of-way to pedestrians.



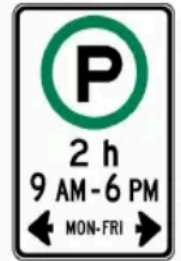
ONLY FOR VEHICLES DISPLAYING A VALID DISABLED PERSON PARKING PERMIT

This sign is placed in the areas where parking is permitted only for vehicles displaying a valid Disabled Person Parking Permit.



YOU MUST STOP AND ARE PROHIBITED FROM PASSING

When a school bus arm swings out with red lights flashing, you must stop and are prohibited from passing.



YOU MAY PARK IN THE DESIGNATED AREA DURING THE POSTED TIMES

You may park in the designated area during the posted times only.



THIS ROAD IS AN OFFICIAL BICYCLE ROUTE

This road is an official bicycle route. Watch for cyclists and be prepared to share the road with them.



SNOWMOBILES MAY USE THIS ROAD

This is a 'Snowmobiles May Use This Road' sign.



PERMISSIVE SIGN

You may or must do the activity shown inside the ring, hence, it is a permissive sign.



SURVEY CREW WORKING ON THE ROAD AHEAD

This is a 'Survey Crew Ahead' road sign.



CLOSED LANE

There is a closed lane ahead. Adjust speed to merge with traffic in lane indicated by arrow.



TRAFFIC CONTROL PERSON AHEAD

This sign indicates a traffic control person ahead. Drive slowly and watch for instructions.



PAVEMENT HAS BEEN MILLED OR GROOVED

This sign means that the pavement has been milled or grooved. Your vehicle's stopping ability may be affected so obey the speed limit and drive with extra caution. Motorcyclists may experience reduced traction on these surfaces.



FOLLOW DETOUR MARKER UNTIL YOU RETURN TO REGULAR ROUTE

These signs warn of unusual temporary conditions such as road work zones, diversions, detours, lane closures or traffic control people on the road. This particular sign means 'Follow detour marker until you return to regular route'.



ROAD WORK OPERATION AHEAD



WHEELCHAIR ONLY OR DISABLED (HANDICAPPED) PERSON PARKING

This is a 'Wheelchair Only or Disabled (Handicapped) Person Parking' sign.



THE UPCOMING ROUNDABOUT EXITS AND WHERE THEY WILL TAKE YOU

This sign shows the upcoming roundabout exits and where they will take you.



DESTINATION BOARD

This is a destination board with several destinations.



ROUTE TO AIRPORT

This is a 'Route To Airport' sign.



HOSPITAL

This is a 'Hospital' sign.

OTHER COMMON SIGNS



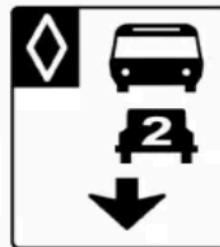
RAILWAY CROSSING

All railway crossings on public roads in Ontario are marked with large red and white "X" signs.



SLOW MOVING VEHICLE

This is a 'Slow Moving Vehicle' sign.



TWO OR MORE PASSENGERS MUST BE IN THE VEHICLE TO USE THIS LANE ON THE HIGHWAY

This is an HOV (High Occupancy Vehicle) highway sign, two or more passengers must be in the vehicle to use this lane on the highway.



VEHICLES CANNOT CHANGE LANES INTO OR OUT OF A HOV LANE IN THIS AREA

Vehicles cannot change lanes into or out of a high occupancy vehicle lane in this area.

Unit 6 – Driving Signs Quiz

Select the correct answer: What colour are these signs?

		
☐ Red ☐ Fluorescent Yellow Green ☐ Blue ☐ Orange	☐ Red ☐ Yellow ☐ Black ☐ Orange	☐ Red ☐ Yellow ☐ Fluorescent Yellow Green ☐ White
		
☐ Yellow ☐ White ☐ Red ☐ Blue	☐ Yellow ☐ Brown ☐ Orange ☐ White	☐ Blue ☐ Fluorescent Yellow Green ☐ Red ☐ White
		
☐ Orange ☐ Red ☐ Brown ☐ Fluorescent Yellow Green	☐ Green ☐ Red ☐ Blue ☐ Yellow	☐ Fluorescent Yellow Green ☐ Orange ☐ Red ☐ Yellow



Road Signs

Circle the sign that means **stop**.



Circle the sign that means **rocks falling**.



Circle the sign that means **railroad crossing**.



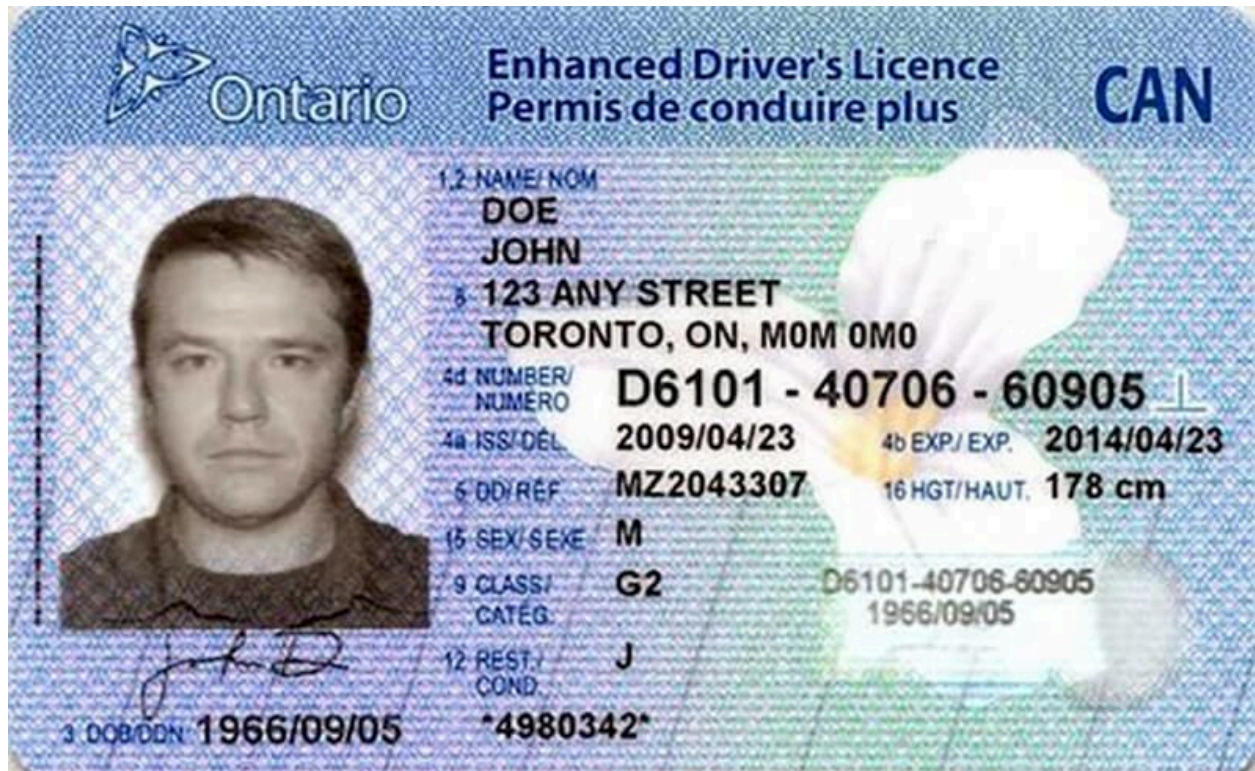
Circle the sign that means **side street ahead**.



Circle the sign that means **no right turn**.



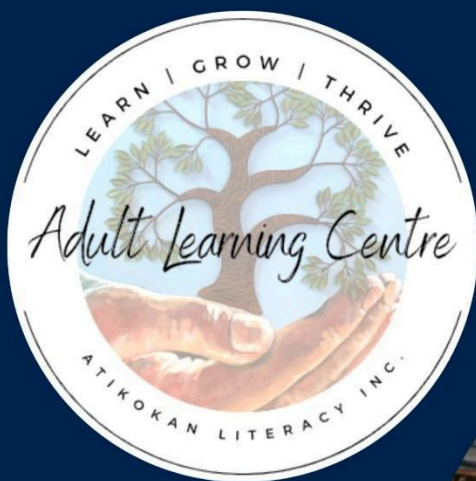
Unit 6 – Driver's License Example



Essentials for Life in Canada

The Atikokan Model

Unit 7a - Workplace & Employment Rights



Canada

EMPLOYMENT
ONTARIO

Ontario



Unit 7a Vocabulary – Workplace Skills & Employment Rights



Occupations & Jobs

- Teacher
 - Cleaner
 - Construction worker
 - Cashier
 - Cook
 - Driver
 - Personal support worker (PSW)
 - Receptionist
 - Factory worker
 - Dishwasher
 - Server
 - Office assistant
 - Mechanic
 - Warehouse worker
-



Workplace Vocabulary

- Resume
- Interview
- Application
- Qualifications
- Education
- Skills
- Experience
- Reference
- Employer
- Employee
- Manager
- Supervisor
- Workplace
- Full-time
- Part-time
- Shift
- Schedule
- Overtime
- Break
- Lunch

Polite Workplace Phrases

- “May I take a day off?”
- “Could I leave early today?”
- “I’m not feeling well.”
- “I have an appointment.”
- “Can you please repeat that?”
- “I need help with this task.”
- “When is my next shift?”

Forms & Workplace Documents

- Time sheet
- Vacation request
- Time off request
- Incident report
- WSIB form
- Job posting
- Job description
- Safety checklist
- Emergency contact form

Soft Skills Vocabulary

- Teamwork
- Communication
- Time management
- Problem solving
- Flexibility
- Punctuality
- Reliability
- Positive attitude

Worker Rights Vocabulary

- Health and safety
- Breaks

- Minimum wage
 - Workplace injury
 - Union
 - WSIB (Workplace Safety and Insurance Board)
 - Fair treatment
 - Discrimination
 - Harassment
 - Employer responsibilities
 - Employee rights
-

Practice Tip

Use these words in real-life job interview practice. Try saying:

- “I have experience working as a _____.”
- “One of my skills is _____.”
- “I can work _____ hours.”
- “I’m interested in a full-time position.”

Unit 7a – Occupation Cut-outs



Unit 7a – Sample Job Advertisements



**BORCELLE
STUDIO**

WE ARE HIRING!

**LET'S JOIN
OUR TEAM!**

Are you a talented Photographer or Graphic Designer with a passion for creativity and innovation? Borcelle Studio, a dynamic and forward-thinking creative agency, is looking for enthusiastic individuals to join our team and contribute to our exciting projects.

PHOTOGRAPHER

- Have a professional photography experience.
- Proficient with traditional and modern photography equipment.
- Solid knowledge and skill in photography software.
- Competency in applying photographic practices and techniques.
- Work on a variety of photography projects.

GRAPHIC DESIGNER

- A bachelor's degree in graphic design.
- Proficiency in operating graphic design software.
- Excellent project concept and attention to detail.
- Experienced in working on branding, advertising, and marketing projects.
- Great teamwork and communication skills.

Send your CV and portfolio to:
✉ hello@reallygreatsite.com

For more information, visit our web at
🌐 www.reallygreatsite.com



WARNER & SPENCER

WE ARE HIRING

Open Positions :

- Accountant
- Project Manager
- Assistant Manager



Qualifications :

- Have experience in the field
- Able to speak English
- Great communication skill
- Bachelor's degree

More Information :

www.reallygreatsite.com

Send Your CV :

hello@reallygreatsite.com

Contact :

📞 123-456-7890

📷 @reallygreatsite

📍 123 Anywhere St., Any City

GROW YOUR CAREER WITH US



We Are Hiring / **Social Media Specialist**

- ☒ Bachelor's degree or equivalent experience
- ☒ Min. 3 years of experience in similar expertise
- ☒ Strong verbal, written, and organizational skills
- ☒ Ability to multitask

Apply now!

Send your CV and cover letter to careers@ultimate.co



Unit 7a - Job Search Tracking Worksheet

Your Name: _____ Date: _____

Instructions:

Fill in this chart every time you apply for a job. This helps you stay organized and remember where and how you applied.

#	Date	Job Title	Company Name	How Did You Apply?	Result or Next Step
1				☐ Online ☐ Email ☐ In person ☐ Phone	☐ Waiting ☐ Interview ☐ Rejected ☐ Hired
2				☐ Online ☐ Email ☐ In person ☐ Phone	☐ Waiting ☐ Interview ☐ Rejected ☐ Hired
3				☐ Online ☐ Email ☐ In person ☐ Phone	☐ Waiting ☐ Interview ☐ Rejected ☐ Hired
4				☐ Online ☐ Email ☐ In person ☐ Phone	☐ Waiting ☐ Interview ☐ Rejected ☐ Hired
5				☐ Online ☐ Email ☐ In person ☐ Phone	☐ Waiting ☐ Interview ☐ Rejected ☐ Hired

Vocabulary Help:

- Job Title – the name of the job (e.g., cashier, cleaner, cook)
- Company Name – where you applied (e.g., Walmart, Tim Hortons)
- Apply – how you gave them your resume
- Result – what happened after you applied

Unit 7a – Sample Resumes

Sofia Flores

Phoenix, AZ | 773-555-0199 | sflores@email.com

Summary

I am a professional, motivated and patient cashier with over three years of experience in the grocery industry. I am seeking a role as a Cashier at DADs Grocery Store in Williamsburg, Virginia.

Education

WWW High School

2021

High school diploma

Experience

Solution Food, Cashier

May 2021 – Current

- Communicate with customers to help them find specific products throughout the store
- Scan groceries and handling cash exchanges
- Pack groceries into bags and boxes for safe transport
- Learn about new products and describing them to customers
- Create a positive environment for customers, other professionals and myself

Solution Food, Stocker

January 2019 – May 2021

- Received packages and stored them safely in the correct areas
- Communicated with customers about where products are in the store
- Filled shelves with product labels facing outwards for easy identification

Certifications

- Certified Sales Professional (CSP)
- Certified Customer Service Representative (CCSR)

Skills

- Customer service
- Communication
- Active listening
- Cash handling
- Learning

Cody Fredrickson

Austin, TX | 512-555-0129 | cfredrickson@email.com

Summary

Motivated Customer Service Professional with three years of experience attending to customers and providing insightful product information. Talented communicator with strong conflict resolution, data entry and mentoring skills.

Education

East Denver High School

High school diploma

Experience

Ellen's Cozy Closet, Newport Beach, CA, Customer Service Representative

September 2018 – Current

- Manage 300+ customer calls each day
- Mentor new employees in the company software
- Place 200+ customer orders each week
- Implement new Customer Service Representative training programs
- Handle customer questions and complaints by phone

Bleu Boutique, Newport Beach, CA, Customer Service Representative

February 2012 – August 2018

- Placed 200+ customer orders each week
- Created accounts for new customers
- Implemented referral program, which increased customer base by 25% in eight months

Bella's Boutique, Simi Valley, CA, Customer Service Intern

January 2010 – January 2012

- Handled 50+ customer calls per day
 - Answered questions about company product lines
 - Shared pricing details and discounts with customers
-

Certifications

- ✓ Certified Information Technology Professional, 2018
 - ✓ Certified Customer Service Professional, 2012
-

Skills

- ✓ Spanish fluency
- ✓ Typing
- ✓ Customer service
- ✓ Outbound and inbound calling
- ✓ Communication
- ✓ Conflict resolution

Unit 7a - Resume Building Activity

Resume Template

A resume helps employers learn about your skills and experience. Complete this activity to create your own resume.

Personal Information

- **Full Name:** _____
 - **Address:** _____
 - **Phone Number:** _____
 - **Email Address:** _____
-

Objective / Profile

Write one sentence about your career goal or a short summary about yourself.

Work Experience

List your previous or current jobs, including volunteer roles or internships

Job #1

- **Job Title:** _____
- **Company/Organization:** _____
- **Location:** _____
- **Dates Worked (From–To):** _____
- **Duties/Responsibilities:**
 - _____
 - _____
 - _____

Job #2 (optional)

- **Job Title:** _____
- **Company/Organization:** _____
- **Location:** _____

- **Dates Worked (From–To):** _____

- **Duties/Responsibilities:**

- _____
 - _____
 - _____
-

Education

List schools or training programs you attended.

School/Program #1

- **School Name:** _____
- **Location:** _____
- **Dates Attended:** _____
- **Degree/Certificate Earned:** _____

School/Program #2 (*optional*)

- **School Name:** _____
 - **Location:** _____
 - **Dates Attended:** _____
 - **Degree/Certificate Earned:** _____
-

Skills

Write down skills that would help you in the job you want. Include both hard skills (like computer skills or languages) and soft skills (like teamwork or reliability).

1. _____
 2. _____
 3. _____
 4. _____
 5. _____
-

Achievements or Certifications

List any special awards, certifications, or accomplishments you have.

- _____
 - _____
 - _____
-

References

Write names of two or three people who can recommend you. Ask permission first.

Name	Relationship	Phone or E-mail

(Always ask your references for permission before listing them.)

Unit 7a – LBS Apprenticeship Self-Assessment

Is a Career in a Food Trade for Me?

Complete the following checklist to see if a career in the food trades is right for you.

	Yes	No
1. I have a good work ethic. I can show up on time for work and training with no excuses.	☐	☐
2. I can work at a hard, steady pace without complaining.	☐	☐
3. I can work in an environment that may be noisy, hot, cold or potentially dangerous.	☐	☐
4. I have reliable transportation.	☐	☐
5. I can follow written and verbal instructions.	☐	☐
6. I can read and understand safety instructions and procedures (or I am willing to learn).	☐	☐
7. I can resolve unexpected problems (e.g., transportation, family) so they do not interfere with work or training attendance.	☐	☐
8. I like to take on challenges.	☐	☐
9. I have good communication skills.	☐	☐
10. I like to work with the public.	☐	☐
11. I can work independently, with little supervision.	☐	☐
12. I enjoy preparing foods to cook.	☐	☐
13. I enjoy cooking.	☐	☐
14. I enjoy working with a variety of different foods from all the food groups.	☐	☐
15. I enjoy making food look good when it is served.	☐	☐
16. I like to plan menus.	☐	☐
17. I am willing to learn about different foods.	☐	☐
18. I am interested in nutrition.	☐	☐
19. I am a team player.	☐	☐
20. I am very organized.	☐	☐
21. I can work flexible hours.	☐	☐
22. I value cleanliness and hygiene.	☐	☐
23. I am able to work well under pressure.	☐	☐
24. I can stay calm in difficult situations.	☐	☐
25. I can work with schedules and tight timelines.	☐	☐

Add up your totals: Yes _____ No _____

If you answered yes to at least 16 of the questions, a career in the food trades might be for you.

LBS Apprenticeship Curriculum - 2015

Is a Career in an Automotive-Related Trade for Me?

Complete the following checklist to see if a career in the automotive-related trades is something you should explore further.

	Yes	No
1. I have a good work ethic. I can show up on time for work and training with no excuses.	☐	☐
2. I can work at a hard, steady pace without complaining.	☐	☐
3. I can work in small, confined spaces.	☐	☐
4. I can work in an environment that may be noisy, dirty, hot, cold, wet, smelly or potentially dangerous.	☐	☐
5. I have reliable transportation.	☐	☐
6. I can follow written and verbal instructions.	☐	☐
7. I can read and understand safety instructions and procedures (or I am willing to learn).	☐	☐
8. I can resolve unexpected problems (e.g., transportation, family) so they do not interfere with work or training attendance.	☐	☐
9. I like to take on challenges.	☐	☐
10. I have good communication skills.	☐	☐
11. I like to work with the public.	☐	☐
12. I can work independently, with little supervision.	☐	☐
13. I like to work with my hands.	☐	☐
14. I like to “tinker” with things around my house.	☐	☐
15. I enjoy taking care of vehicles.	☐	☐
16. I like to solve technical problems/puzzles.	☐	☐
17. I am interested in engines.	☐	☐
18. I am interested in computerized systems.	☐	☐

Add up your totals: Yes _____ No _____

If you answered yes to at least 12 of the questions, a career in the automotive-related trades might be for you.

Is a Career in a Construction Trade for Me?

Complete the following checklist to see if a career in the construction trades is right for you.

	Yes	No
1. I have a good work ethic. I can show up on time for work and training with no excuses.	☐	☐
2. I can work at a hard, steady pace without complaining.	☐	☐
3. I can work in physically demanding environments for extended periods of time in all weather conditions.	☐	☐
4. I can work at heights or in small, confined spaces.	☐	☐
5. I can work in an environment that may be noisy, dirty, hot, cold, wet, smelly or potentially dangerous.	☐	☐
6. I have reliable transportation.	☐	☐
7. I can follow written and verbal instructions.	☐	☐
8. I can read and understand safety instructions and procedures (or I am willing to learn).	☐	☐
9. I can resolve unexpected problems (e.g., transportation, family) so they do not interfere with work or training attendance.	☐	☐
10. I like to take on challenges.	☐	☐
11. I have good communication skills.	☐	☐
12. I can work independently, with little supervision.	☐	☐
13. I like to work with my hands.	☐	☐
14. I like to make repairs around my house.	☐	☐
15. I like to work outdoors.	☐	☐
16. I like to see concrete results from my work.	☐	☐
17. I like to solve technical problems/puzzles.	☐	☐
18. I like to work from a pattern, blueprint or diagram to construct and make things.	☐	☐

Add up your totals: Yes _____ No _____

If you answered yes to at least 12 of the questions, a career in the construction trades might be for you.

Unit 7a - Job Interview Activity Worksheet

Part 1: Vocabulary Matching

Match the words to their meanings.

Word/Phrase

Resume/CV

Professional

Punctual

Interviewer

Strengths

Weaknesses

Confident

Experience

Definition

Sure of yourself

Work or education you've had before

The person asking the questions

Behaving in a respectful way

Always on time

A document showing your work history

Your best qualities or skills

Areas where you can improve

Part 2: Write or discuss short answers to each question.

1. Tell me about yourself:
2. Why do you want this job?
3. What are your strengths?
4. What is one of your weaknesses?
5. Tell me about a time you solved a problem at work or school:
6. Do you have any questions for us?

Part 3: Interview Role-Play

Work with a partner or teacher. Take turns being the interviewer and the job applicant. Use the questions above.

Bonus Questions for Role-Play:

- Why should we hire you?
- Where do you see yourself in 5 years?
- What kind of work environment do you prefer?

Unit 7a – Time Sheet/Time Off Request Forms

Employee Time Sheet

Employee Name: _____

Position/Title: _____

Supervisor Name: _____

Pay Period: From _____ to _____

Date	Day	Start Time	End Time	Break Time	Total Hours	Employee Initials	Supervisor Initials
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
	Sunday						
Totals							

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Employee Time-Off Request Form

Employee Name: _____

Position/Title: _____

Supervisor Name: _____

Today's Date: _____

Requested Time Off

Start Date	End Date	Total Days Requested

Type of Absence: (*check one*)

☐ Vacation

☐ Personal Day

☐ Sick Leave

☐ Family/Medical Leave

☐ Other: _____

Reason (optional):

Employee Acknowledgement

I understand this request is subject to supervisor approval.

Employee Signature: _____ Date: _____

Supervisor Approval

☐ Approved

☐ Denied (*Reason*): _____

Supervisor Signature: _____ Date: _____

Unit 7a – Incident Report



Health and safety incident report form

The incident			
Reported by		Department	
Email		Phone	Ext
Date of occurrence		Time	
Exact location			
Accident ☐	Incident ☐	Near miss ☐	Violence ☐ Ill health ☐ Safety ☐
What happened? Report any details that may have contributed to the incident (i.e., poor lighting). Use additional paper as necessary and attach to form.			
Describe the outcome: harm/health effects/damage.			
Describe corrective measures taken to address immediate hazards related to incident.			

Health and safety incident report form

2

The affected person		
Worker ☐ other: (i.e., visitor, contractor) ☐		Name
Address		Date of birth
Email—work:		Email—home
Employer's name if other than worker	Address	Phone
Witness details		
Names(s) and contact information		Names(s) and contact information
First aid		
First aid provided: Yes ☐ No ☐ N/A ☐		Time of attendance:
By whom:		Contact information:
Details of provision:		

Health and safety incident report form

3

Post incident

Where did the person involved in the incident go next?

To the hospital ☐ home ☐ returned to work ☐ other ☐

Was a member of the joint health and safety committee notified of the incident? Yes ☐ No ☐

Name:

cope 343

Additional notes:

Unit 7a - WSIB Report Form



Worker's exposure incident form (PEIR)

You should use the **Worker's Exposure Incident Form (form 3958A)** to voluntarily report an unexpected workplace incident exposure from a leak, spill, rupture, unanticipated emission, explosion or a release of a dangerous chemical or physical substance or contact with an infectious substance or biological agent.

Submitting this form will help us gather information about the exposure incident so we can process your claim faster if you experience an illness or disease in the future.

You should complete this form if you experience an unexpected exposure. Employers submit an **Employer's Exposure Incident Reporting Form (form 3959A)**.

You should only submit the Worker's Exposure Incident Form for an unexpected workplace exposure event where there has been:

- no lost time
- no illness

If you are experiencing an illness and need medical treatment, (e.g., diagnostic tests, prescribed medication or ongoing treatment) as a result of the incident, you and your employer should file a Report of Injury/Disease.

If your employer is reporting the exposure you may provide this form to them to include with their submission. You can also choose to forward the form directly to the WSIB.

Visit wsib.ca/submit to submit this form and supporting documents.

To report an exposure incident by telephone or for questions concerning the Worker's Exposure Incident Reporting Form (PEIR), please call us at:

Toll free:	1-800-387-0750
Local dialing:	416-344-1000
TTY:	1-800-387-0050

Visit wsib.ca/submit to submit this form and supporting documents.

WSIB use only			
Firm number	Rate number	Classification unit code	Reference number

The information you provide will help us record your exposure incident. Please provide as much detail as possible.

Your information		
Last name	Given name	Maiden name (if applicable)
Address		
City/Town	Province	Postal code
Telephone	Sex	Date of birth (dd/mm/yyyy)
	☐ Male ☐ Female	

Your employer's information	
Employer's name (at time of incident)	Date of hire (dd/mm/yyyy)
Describe the nature of your employer's business	Your occupation/job title
Employer's address	
City/Town	Postal code
Location of the incident	

Details of incident	
Complete Section A for an exposure to an infectious substance, or Section B for an exposure to chemical or other workplace substances.	
Section A - (Infectious substance)	Date of exposure (dd/mm/yyyy) Time of exposure ☐ AM ☐ PM
Please describe how you came into contact with the infectious substance (please check):	
☐ Cut or scrape ☐ Body fluid splash ☐ Cough, sneeze ☐ Other (specify):	
Source of exposure	Area of body affected
What infectious substance is suspected? (please check):	
☐ Tuberculosis ☐ Meningitis ☐ Rabies ☐ Hepatitis ☐ Anthrax ☐ Campylobacter ☐ Salmonella ☐ Scabies ☐ Shingles ☐ Don't know ☐ Other (specify):	
If you experienced any illness related to this incident, please complete a Worker's Report of Injury/Disease (Form 6). For further information, please contact 1-800-387-0750.	

Email accessibility@wsib.on.ca if you need a different format or accommodation. Disponible en français.

wsib.ca | Mail: 200 Front Street West, Toronto, Ontario, M5V 3J1 | Toll free: 1-800-387-0750 | TTY: 1-800-387-0050 | Fax: 1-888-313-7373
3958A (11/20)

Page 2 of 3

Details of incident (continued)		
Section B - (Chemical or Other Workplace Substances)	Date of exposure (dd/mm/yyyy)	Time of exposure ☐ AM ☐ PM
Please describe, in detail, what occurred (please check): ☐ Leak ☐ Spill ☐ Explosion ☐ Other (specify):		
Please describe where you were at the time and how long you were in the affected area. (If it would be helpful, attach a diagram to describe the event or another sheet for added information).		
What personal protective equipment were you wearing at the time?		

In the event that this exposure results in an illness that entitles you to benefits under the Workplace Safety and Insurance Act (the Act), by signing this form, you consent to the release of functional abilities information as required in section 22(5) of the Act, in the event there is a right to benefits.

Name	Signature	Date (dd/mm/yyyy)

☐ Check this box if you are completing and submitting this form electronically. This represents your signature. You must fill out your name and the date above.

Personal information about you will be collected throughout your claim under the authority of the *Workplace Safety and Insurance Act, 1997*. Your personal information will be used to administer your claim(s) and programs of the Board. Medical and non-medical information is collected from health care providers, vocational agencies, labour market service providers, employers, witnesses, Canada Revenue Agency (CRA), and others as required. Your Social Insurance Number is used to register claims, identify workers and to issue income tax statements and is collected under the authority of the *Income Tax Act*. Information may only be disclosed to the employer, external medical consultants, external service providers, researchers, third parties for cost recovery purposes and others as authorized by the *Workplace Safety and Insurance Act* and the *Freedom of Information and Protection of Privacy Act*. Your name and telephone number may be disclosed to third parties conducting satisfaction surveys and focus groups. Incoming and outgoing calls may be recorded for quality assurance purposes. Questions about this collection should be directed to the decision maker responsible for your file or by calling 1-800-387-0750.

Submit your exposure incident form to the WSIB

If your employer is reporting the exposure you may provide this form to them to include with their submission. You can also choose to forward the form directly to the WSIB.

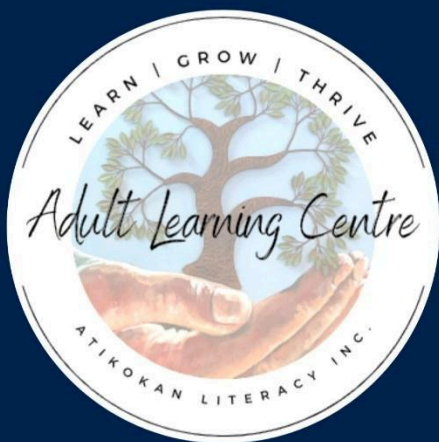
By mail: WSIB 200 Front Street West,
Toronto, Ontario M5V 3J1

By fax: 416-344-4684 | 1-888-313-7373

Essentials for Life in Canada

The Atikokan Model

Unit 7b - Taxes & Education



Canada 

**EMPLOYMENT
ONTARIO**

Ontario 

Unit 7b Vocabulary – Taxes & Education



Social Insurance Number (SIN)

- SIN (Social Insurance Number)
 - Application
 - Identification (ID)
 - Permanent Resident
 - Temporary Resident
 - Confidential
 - Government
 - Number
 - Form
 - Office
 - Document
 - Service Canada
-



Income Tax Vocabulary

- Income
 - Salary
 - Wages
 - Pay
 - Deduction
 - Tax
 - Refund
 - Return
 - File (a tax return)
 - Deadline
 - CRA (Canada Revenue Agency)
 - T4 (income slip)
 - TD1 form
 - Credit
 - Benefit
 - World income
 - Dependent
 - Tax year
 - Notice of assessment
-

Employment Laws & Statutory Holidays

- Pay stub
- Pay period
- Minimum wage
- Statutory holiday
- Paid leave
- Unpaid leave
- Vacation
- Hours
- Overtime
- Rights
- Employer
- Employee



Education Vocabulary

- School
- Kindergarten
- Elementary
- High school
- College
- University
- Adult learning
- Training
- Diploma
- Certificate
- Degree
- Online learning
- ESL (English as a Second Language)
- Continuing education



Foreign Credential Recognition

- Credentials
- Equivalency
- Assessment
- Recognition
- Evaluation
- International education

- Experience
 - Qualifications
 - Transcript
 - Translation
 - Verification
-

Useful Questions & Phrases

- “How do I apply for a SIN?”
 - “Where can I file my taxes?”
 - “What is my income?”
 - “Do I get a tax refund?”
 - “I studied in another country.”
 - “Are my credentials recognized in Canada?”
 - “Can I upgrade my education?”
-

Practice Tip

Use these vocabulary words in class to:

- ✓ Fill out forms (SIN, tax return)
- ✓ Talk about your education
- ✓ Ask about jobs and training
- ✓ Understand Canadian tax rules

Unit 7b – Social Insurance Number Application



Government of Canada
Gouvernement du Canada

PROTECTED WHEN COMPLETED - B

SOCIAL INSURANCE NUMBER APPLICATION

This application form is not required if you go in-person to apply. Refer to the Information Guide or call 1-800-266-7218 (select Option #3) or 506-548-7961 (long-distance charges apply) to determine if you are eligible to apply by mail.

This application form must be accompanied by original document(s).

I am applying for a (an):

- ☐ FIRST SOCIAL INSURANCE NUMBER (SIN) ☐ CHANGE OF STATUS
☐ UPDATE or CORRECTION TO SIN RECORD ☐ CHANGE TO THE EXPIRY DATE ("900 Series SIN")
☐ CONFIRMATION OF SIN ☐ OTHER - SPECIFY _____
☐ LEGAL CHANGE OF NAME

FINDER NO	DATE
DO NOT WRITE IN THIS AREA	

INFORMATION CONCERNING THE APPLICANT

PRINT CLEARLY IN BLUE OR BLACK INK

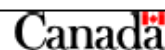
1	APPLICANT'S NAME TO BE SHOWN ON SIN RECORD		First Given Name	Other Given Name(s)	Family Name
2	APPLICANT'S DATE OF BIRTH		Day	Month	Year
3	APPLICANT'S GENDER		☐ Male ☐ Female ☐ X ☐ Check if the applicant is a twin, triplet, etc.		
4	APPLICANT'S PARENT'S NAME AT BIRTH		Given Name(s)	Family Name at Birth	
5	APPLICANT'S PARENT'S NAME AT BIRTH		Given Name(s)	Family Name at Birth	
6	APPLICANT'S PLACE OF BIRTH		City, Town or Village	Province/Territory/State	Country
7	APPLICANT'S FAMILY NAME AT BIRTH				
8	OTHER FAMILY NAME(S) PREVIOUSLY USED				
9	DID THE APPLICANT EVER HAVE A SOCIAL INSURANCE NUMBER (SIN)? If yes, write the nine digit number here: _____ ☐ No ☐ Unknown (don't recall)				
10	APPLICANT'S STATUS IN CANADA		Check one of the following: ☐ Canadian Citizen ☐ Registered Indian ☐ Permanent Resident ☐ Temporary Resident ☐ Other		
11	IS THE APPLICANT currently residing in Canada?		☐ Yes ☐ No		
12	APPLICANT'S MAILING ADDRESS		In care of (if different than the name in item 1): _____ Number and Street _____ Apartment, suite or unit No. _____ City, Town or Village _____ Province/Territory/State _____ Country _____ Postal/ZIP Code _____		
13	The personal information you provide is collected under the authority of the Employment Insurance Act (EIA) and the Department of Employment and Social Development Act (DESDA) for the purpose of assigning a Social Insurance Number (SIN) to you or your child. Participation is voluntary; however, refusal to provide your personal information will result in you or your child not receiving a SIN. The information you provide may be shared with federal departments and agencies that are authorized users of the SIN and in accordance with the Treasury Board Secretariat Directive on the Social Insurance Number for the administration of benefits and services; and/or with federal and provincial departments for the administration and enforcement of the legislation for which they are responsible. The information and documents you provide may also be verified with provincial and territorial vital statistics registers or Immigration, Refugees and Citizenship Canada records. The information may also be used and/or disclosed for policy analysis, research and/or evaluation purposes, however, these additional uses and/or disclosures of your personal information will not result in an administrative decision being made about you. You have the right to the protection of, access to, and correction of your personal information, which is described in Personal Information Bank (ESDC PPU 390 Social Insurance Number Register) of the government publication Info Source. Instructions for obtaining this information are available online at info.source , (which is available at the following web site address: Canada.ca/info.source-ESDC). Info Source may also be accessed online at any Service Canada Centre. You have the right to file a complaint with the Privacy Commissioner of Canada regarding the Institution's handling of your personal information. I acknowledge that the information provided on the application form is true and complete. Signature of applicant/representative: _____ Date: _____ Relationship of representative to the applicant: ☐ Parent ☐ Legal Guardian ☐ Legal Representative IMPORTANT: If you are a representative such as a parent, legal guardian or legal representative applying on behalf of the applicant you must sign for the applicant and provide additional document(s). Refer to the Information Guide for Applicants - Additional document(s) required for representatives. Printed Name of representative: _____ Telephone Number of representative: _____				

IT IS AN OFFENCE TO FRAUDULENTLY USE YOUR SIN, INCLUDING TO KNOWINGLY APPLY FOR MORE THAN ONE SIN AND TO SELL, GIVE OR LEND YOUR NUMBER OR CARD TO ANYONE WITH THE INTENT TO DECEIVE.

DO NOT WRITE BELOW - FOR OFFICE USE ONLY

A	ALL NAMES AS SHOWN ON PRIMARY DOC.		Given Names	Family Name
B	DATE OF BIRTH AS SHOWN ON PRIMARY DOC.		Day	Month
C	PRIMARY DOCUMENT SEEN		Year	Abbreviation
D	DOCUMENT NO.		SUPPORTING DOCUMENT SEEN	Abbreviation
F	USER CODE:		RESPONSIBILITY CENTRE NO. WHERE REFERRAL GENERATED:	REFERENCE (FINDER) NO.:
G	SECONDARY DOCUMENT SEEN		OFFICER'S INITIALS:	
H	REMARKS / REASON FOR PRIORITY REQUEST			

NAS-2120-(07-18)



Social Insurance Number Application Checklist for Applicants Eligible to Apply by Mail

IMPORTANT: Review the following requirements. Failure to provide the necessary information (completed application and original proof-of-identity documents) will result in your application being returned. You will receive a response within 20 business days from the date your request is received.

FOR APPLICANTS RESIDING IN CANADA: Visit our Web site at Canada.ca/social-insurance-number to confirm your eligibility to apply by mail by using your postal code. Call 1-800-206-7218 (select Option "3") if you do not live in a remote area or to submit an application on behalf of someone else.

Did you include:

- The **original primary proof-of-identity document** in order to prove the identity and legal status in Canada of the applicant? ☐
- The **original supporting proof-of-identity document** if the name indicated on the applicant's primary identity document is different from the name now being used? ☐
- The **completed, signed and dated Social Insurance Number application form**? ☐
- The **relationship to the applicant in Item 13, if applicable**? ☐
- The **mailing address of the Social Insurance Registration Office indicated properly**? ☐

Service Canada
Social Insurance Registration Office
P.O. Box 7000
Bathurst, NB E2A 4T1
Canada

NOTE: There is no fee to apply for a Social Insurance Number.

If you are applying on behalf of someone else, did you also include:

- Your **own original primary proof-of-identity document** if you are a parent or legal guardian applying on behalf of your minor child? ☐
- Your **own original valid government-issued identification** if you are a legal representative applying on behalf of a minor child or an adult? Note: for provincial/territorial employees, an **original valid employee identification** is accepted. ☐
- The **original letter of authorization** issued on agency letterhead and signed by the agency's Director/Administrator authorizing you as a legal representative to apply on behalf of a minor child or an adult if you are a provincial/territorial employee? ☐
- The **original document or certified copy** confirming legal guardianship or legal representation if you are a legal guardian or legal representative of the applicant? ☐

For more information:
Visit Canada.ca/social-insurance-number

Unit 7b – CRA Form World Income

T1-2024

Statement of World Income

Schedule A

Protected B
when completed

Complete this schedule if you were a **non-resident of Canada** or **deemed non-resident of Canada** for all of 2024 (including if you are electing under section 217 or section 216.1 of the Income Tax Act).

Use this schedule to report your world income (from Canadian sources and sources outside Canada). Your foreign-source income is reported **only** on this schedule.

Your net world income is used to calculate your allowable non-refundable tax credits on Schedule B, Allowable Amount of Federal Non-Refundable Tax Credits, your federal tax on your return, and your section 217 tax adjustment on Schedule C, Electing under Section 217 of the Income Tax Act, if applicable.

Report all of your income in Canadian dollars.

Attach a copy of this schedule to your return.

Income from Canadian sources

Net income from line 23600 of your return

Net interest and other investment income

Net rental income

Other Canadian-source income (specify):

Add lines 1 to 4.

	1	
+	2	
+	3	
+	4	
=	5	

Income from sources outside Canada

Net employment income

Net pension income

Net interest and other investment income

Taxable capital gains

Net rental income

Net business income

Other foreign-source income (specify):

Add lines 6 to 12.

	6	
+	7	
+	8	
+	9	
+	10	
+	11	
+	12	
=	13	

Line 5 plus line 13

Enter this amount on **line 2** of Schedule B.

Net world income 16700 =

Total of amounts from lines 24900 to 25600 of your return that apply **only** to your Canadian-source employment income, business income, and taxable capital gains from disposing of taxable Canadian property

Line 14 minus line 15 (if negative, enter "0")

Net world income after adjustments

16900 =

If you are electing under section 217 and your **net world income after adjustments** from line 16 above is the same as the amount on line 76 of your return, complete Part 2 of Schedule C.

See the privacy notice on your return.

Unit 7b – Laws about Pay and Statutory Holiday Worksheet

Did you know? In Ontario, there are 9 statutory holidays including:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

If you work on a statutory holiday, you may be entitled to:

- ☒ Extra pay (called **premium pay**)
- ☒ Another day off with holiday pay
- ☒ Both, depending on the situation

To qualify for holiday pay, you usually must work your **last scheduled day before** and your **first scheduled day after** the holiday.

True or False

Circle **T** for true or **F** for false.

1. You must always work on a statutory holiday. T / F
2. Statutory holiday pay is the same for everyone. T / F
3. If you work more than 44 hours a week, you may get overtime pay. T / F
4. A pay stub shows how much tax was taken from your pay. T / F
5. All workers get paid vacation on holidays. T / F

Discussion or Writing Questions

1. What is the minimum wage in Ontario right now?
2. Have you ever worked on a holiday? What happened?
3. Why is it important to keep your pay stubs?
4. What should you do if your employer does not pay you correctly?

Fill in the Blanks

Choose from the words: **statutory, overtime, employer, pay stub, minimum wage**

1. If you work on a _____ holiday, you may get extra pay.
2. Your _____ must pay you at least the minimum wage.
3. The _____ shows your earnings and deductions.
4. You get _____ pay when you work more than 44 hours per week.
5. The person who hires you is called your _____.

Vocabulary

Match the words to their definitions.

Statutory Holiday	The person who works for a company
Minimum Wage	An official day off with pay for most workers
Overtime	A document showing your earnings and deductions
Pay Stub	The lowest amount of money per hour a worker can be paid
Employer	The person or company who hires and pays workers
Employee	Extra pay for work after 44 hours in a week

Unit 7b - How Canada Recognizes Foreign Credentials

What is a “foreign credential”?

A **foreign credential** is a diploma, certificate, or degree you earned in another country — for school, college, university, or job training.

Why do I need my credentials recognized?

To:

- ☒ Get a job in Canada
 - ☒ Study at a Canadian school or college
 - ☒ Join a professional field (nurse, electrician, teacher, etc.)
-

Who checks my credentials?

In Canada, credentials are **not recognized automatically**.

You may need to apply to an official organization for **assessment**.

One common agency is:

 **World Education Services (WES)**

Website: <https://www.wes.org/ca>

They will check your education and send a report showing how it compares to Canadian standards.

What do I need?

- Copies of your diplomas or certificates
 - Transcripts (grades from school)
 - Your identification (passport or permanent resident card)
 - Translations (if your documents are not in English or French)
 - Payment (WES has a fee)
-

Steps:

1. Go to [wes.org/ca](https://www.wes.org/ca)
2. Create an account
3. Fill out your information
4. Upload or mail your documents
5. Wait for your evaluation (usually a few weeks)

Unit 7b – WES application form



Academic Records Request Form

A. For Applicants: This form is provided to facilitate the release of your academic records by your academic institution. You are responsible for contacting your academic institution directly.

- 1) Complete the top part of this form. You must include your WES reference number.
- 2) Submit this form to the registrar/controller of examinations or other authorized official where you obtained your credential(s).
- 3) Print additional copies of this form as necessary.

WES Reference No. (required)		
Last/Family Name		First/Given Name
Previous Name (if applicable)	Date of Birth (dd/mm/yyyy)	E-mail
Institution Name	Country	Dates Attended From (mm/yyyy) To (mm/yyyy)
Degree Name (if applicable)	Year of Award (if applicable)	Major
Student ID or Roll Number at sending Institution (if applicable)		

I hereby authorize the release of my academic records to World Education Services.

Applicant's signature: _____ Date: _____

B. For Authorized Officials: The person named above requests that their academic records be released to World Education Services. His or her records/statement of marks should show all subjects completed and all grades/marks awarded for all years of study.

- 1) Please complete this form.
- 2) Place this form and academic record(s) in an envelope.
- 3) Sign and seal the envelope across the back flap.

Institution Name:	
Degree obtained: (if applicable)	Date awarded: (month/yr)
Name of Official Completing Form: (please print or type)	Title:
Telephone:	Email:

Authorized signature and seal: _____ Date: _____

☐ Yes. The applicant's academic records are attached to this form.

Please send this form and academic records directly to WES using one of the addresses below:

By Postal Mail:

WES Reference No. _____
WES Global Documentation Centre
PO BOX 2008 STN MAIN
Newmarket ON, L3Y0G5
Canada

By Express Courier:

WES Reference No. _____
WES Global Documentation Centre
14 – 145 Industrial Pkwy South
Aurora ON, L4G 3V5
Canada

01/2022

Document Submission Checklist

Please use this checklist as a guide to ensure that the documents meet WES requirements. Documents not received as specified will delay your credential evaluation.

Remember to:

- Carefully follow the **document requirements** for your country of education.
- Use the Academic Records Request Form (optional).

BEFORE Sending Your Documents:

- ☐ Make sure that your transcripts are complete. Transcripts must show: all subjects taken, grades received for each subject, and for each year you were in the program.
- ☐ Make sure that academic records include the correct spelling of your name. The WES evaluation will indicate the name and date of birth shown on your academic records.
- ☐ Make sure that all documents that are sent to WES are clear and legible.

WHEN Sending Your Documents:

- ☐ Make sure that your WES reference number is indicated on all envelopes.
- ☐ Make sure that your transcripts are placed in an envelope that is signed and sealed across the back flap by the institution preparing the documents.
- ☐ Send only academic records issued by recognized academic institutions. WES does not evaluate occupational or trade qualifications.

Please Do NOT Send:

- Personal photocopies of transcripts.
- Original documents.
- Documentation regarding non-formal training or work experience.

Essentials for Life in Canada

The Atikokan Model



Unit 8 - Immigration & Citizenship



Canada

EMPLOYMENT
ONTARIO

Ontario



Unit 8: Vocabulary Sheet Immigration & Citizenship



Immigration Vocabulary

- Immigration
 - Citizenship
 - Refugee
 - Asylum
 - Permanent Resident (PR)
 - Temporary Resident
 - Application
 - Sponsorship
 - Visa
 - IRCC (Immigration, Refugees and Citizenship Canada)
 - Pathway
 - Settlement
 - Document
 - Form
 - Medical exam
 - Language test
 - Processing time
 - Interview
 - Eligibility
 - Approval
-



Documents & Agencies

- Passport
 - PR Card
 - Work permit
 - Study permit
 - WES (World Education Services)
 - Credential evaluation
 - Checklist
 - Flowchart
 - Signature
 - Copy
 - Proof of address
-

Geography & Anthem

- Province
 - Territory
 - Capital
 - Canada
 - Ontario
 - Quebec
 - Alberta
 - British Columbia
 - Map
 - East / West / North / South
 - Anthem
 - “O Canada”
 - Flag
-

Useful Phrases

- “I want to apply for permanent residence.”
- “What documents do I need?”
- “Where is the IRCC office?”
- “Do I need to take a language test?”
- “Can you help me fill out the form?”

Unit 8 - National Anthem of Canada – Activity Sheet

Part 1: Read the Anthem

O Canada!
Our home and native land!
True patriot love in all of us command.
With glowing hearts we see thee rise,
The True North strong and free!
From far and wide, O Canada,
We stand on guard for thee.
God keep our land glorious and free!
O Canada, we stand on guard for thee.
O Canada, we stand on guard for thee.

Part 2: Vocabulary

Match the words with their meanings.

Native land

Beautiful or honourable

Patriot love

To protect or defend

Thee

A very old word for “you”

Glorious

The country where you were born

Stand on guard

Freedom to live your life

Free

Love for your country

Part 3: Comprehension/Discussion Questions

1. What does the phrase “True North strong and free” mean to you?
2. Why do people sing the national anthem?
3. How do you feel when you hear or sing the anthem?
4. Do you know the national anthem of your birth country? How is it different or similar?

Part 4: Practice Singing

Practice singing the anthem together as a group or alone.

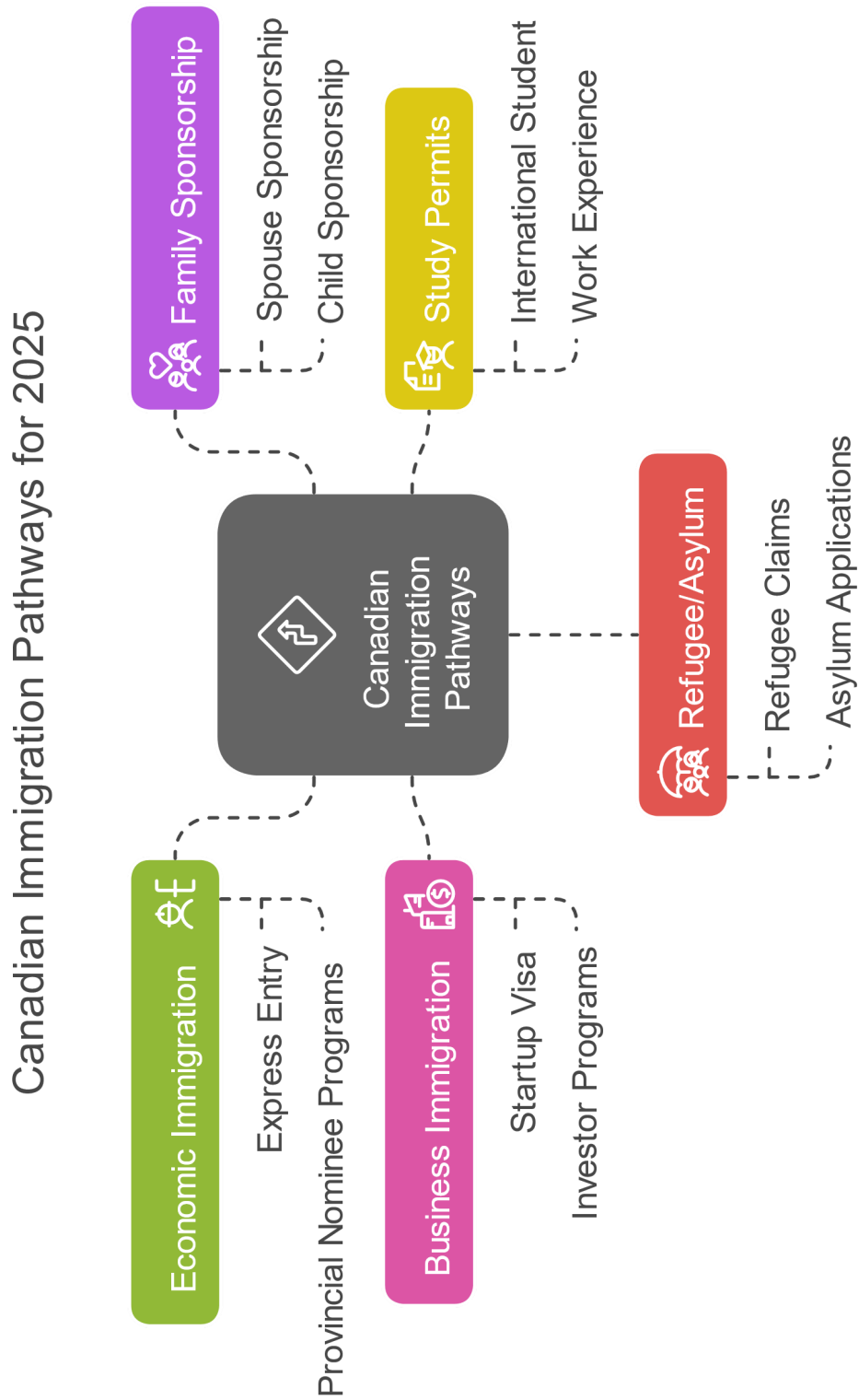
Tip: You can find recordings online or on YouTube by searching “O Canada anthem with lyrics.”

Part 5: Creative Activity

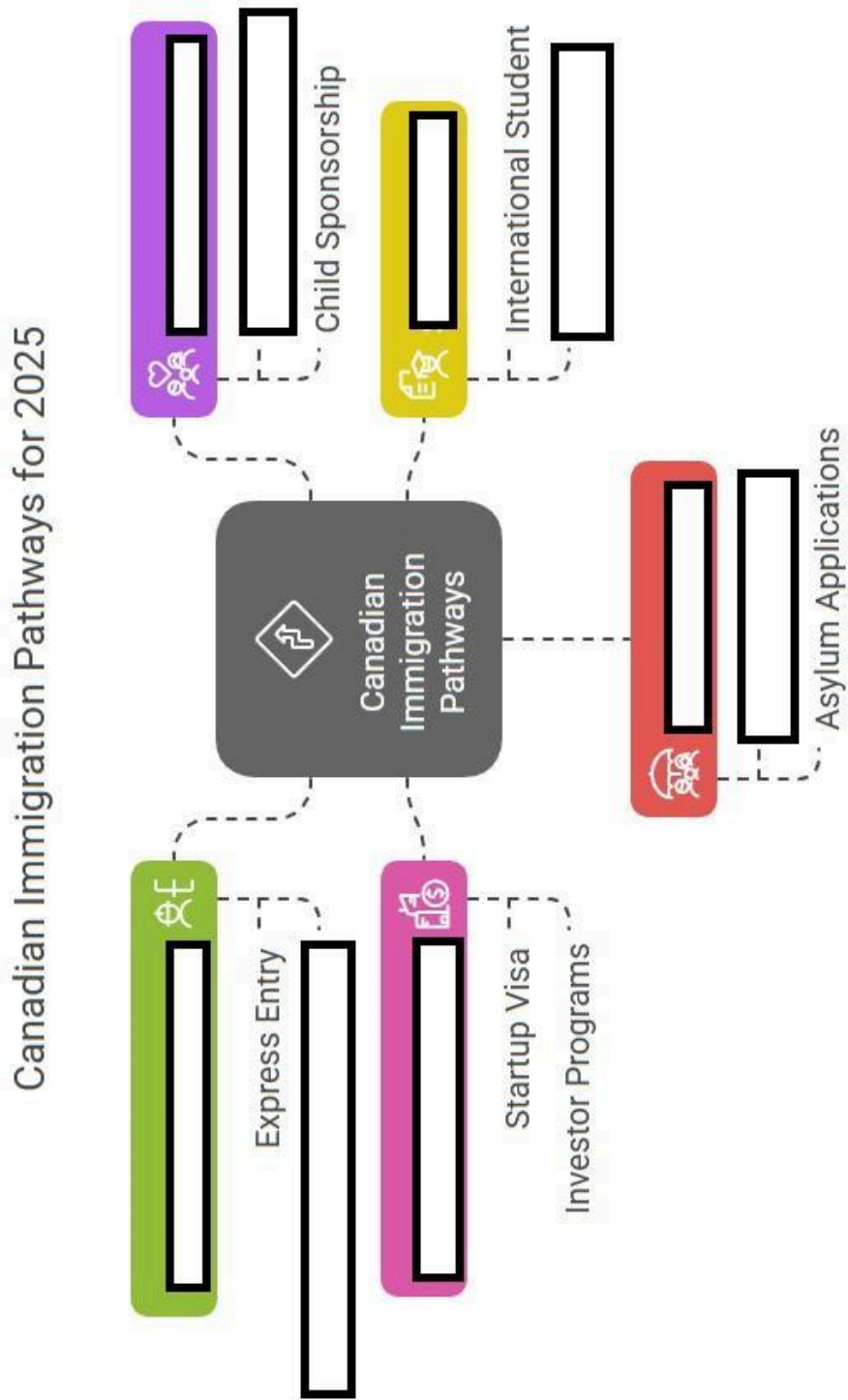
Draw a picture of what Canada means to you.

Include symbols like the maple leaf, flag, mountains, or multicultural people

Unit 8 – Immigration Flowchart & Blank Worksheet



Fill in the blanks based on what you know!



Unit 8 – Immigration Application Sample



Immigration, Refugees
and Citizenship Canada

Immigration, Réfugiés
et Citoyenneté Canada

Save

Reset Form

Print Form

Validate

PROTECTED WHEN COMPLETED - B

Page 1 of 3

Schedule 1 - Rural and Northern Immigration Pilot

All Rural and Northern Immigration Pilot Program principal applicants **must** complete this form.

Important:

- a. The Rural and Northern Immigration Pilot (RNIP) Ministerial Instructions have been amended to allow communities to issue recommendations until **July 31, 2024**.
Applicants will still be required to submit their complete applications for permanent residence by **August 31, 2024**, the date when the pilot expires.
- b. You can use the appropriate instruction guide to help you fill out this form.
Consult the [Guide 0118](#) if you applied to the community for a recommendation on or after September 23, 2022.
If you applied on or before September 22, 2022, you must use the [Guide 0118 A](#).

1. Applicant information

a) Family name/Surname (as shown on passport/travel document)	b) Given name(s) (as shown on passport/travel document)	c) Passport number	d) Date of birth (YYYY-MM-DD)
e) Country or Territory of birth (as shown on passport/travel document)	f) Citizenship (as shown on passport/travel document)	g) Country of Residence	h) Telephone number
			Extension
i) Email address	j) Marital status	k) Number of accompanying family members	
l) Applicant address: Street and Number		City	
Province/Territory/State	Country	Postal Code	

2. Offer of employment - Please provide copy

a) Employer/Company name	b) Telephone number	Extension
c) Business Mailing Address: Street and Number		
City		
Province/Territory	Country	Postal Code
Email address	Website address	
d) Address of physical job location (if different than business mailing address). Street and Number		
City		
Province/Territory	Country	Postal Code
Email address	Website address	
e) Job Title	f) National Occupational Classification (NOC) code	g) North American Industry Classification Sector (NAICS) code(s) of Business
h) Main duties of the Job		
i) Is the job offer for an indeterminate duration of employment (with no end date)?		j) Expected start Date (YYYY-MM-DD)
☐ Yes ☐ No		
k) Describe how you found this job		
l) Did you meet with the employer prior to being offered the job?		
☐ Yes, in person ☐ Yes, remotely ☐ No		

IMM 5911 (02-2024) E

(DISPONIBLE EN FRANÇAIS - IMM 5911 F)

Canada

Save

Reset Form

Print Form

Validate

Page 2 of 3

3. Language proficiency results

a) Name of language test taken	b) Date of test results (YYYY-MM-DD)	c) Date of test taken (YYYY-MM-DD)
d) Results Speaking: Reading: Listening: Writing:		

4. Work experience

a) Are you an international student who graduated with an eligible credential from a Canadian public post-secondary institution in the community and exempt from the work experience requirement? ☐ Yes ☐ No			
If no, the following information must be completed:			
Starting with your current occupation, list your occupations within the preceding 3 years and provide proof. For each occupation, identify the dates of employment, name and location of employer, your job title, the appropriate NOC code, a description of your main duties, and an employment reference contact.			
+ -	Work experience: 1	b) Duration: From (YYYY-MM-DD) To (YYYY-MM-DD)	c) Employer Name
d) Address: Street and Number		City/town	
Province/Territory/State		Country	Postal Code Telephone number
e) Job Title			f) National Occupational Classification (NOC) code
g) Main duties performed			
h) Employment reference name		i) Email address	j) Telephone number

5. Education

a) What is your highest level of education obtained:			
☐ Secondary diploma (high school graduation)	☐ One-year program at a university, college, trade or technical school, or other institute	☐ Two-year program at a university, college, trade or technical school, or other institute	☐ Bachelor's degree or a three or more year program at a university, college, trade or technical school, or other institute
☐ Master's degree, or profession degree needed to practice in a licensed profession	☐ Doctoral level university degree (PhD)	b) Date your educational credential was obtained (YYYY-MM-DD)	
c) School/educational institution (for highest level of education obtained):			
Name		Street and Number	
City/town	Province/Territory/State	Country	Postal Code
d) Was your education completed outside of Canada? ☐ Yes ☐ No If yes, you must obtain and provide details of your Educational Credential Assessment (ECA):			
i) Organization that Issued the Educational ECA		ii) Date the ECA report was issued (YYYY-MM-DD)	iii) ECA certificate number

6. Settlement funds

a) I am aware of the settlement fund requirement to apply for permanent residence if I am not currently working in Canada and attest that I have sufficient funds to meet this requirement. ☐ Yes ☐ No
You can refer to IRCC's website to determine how much money you will need and what we accept as proof of funds to immigrate to Canada, depending on your family size.

7. Declaration of applicant

I declare that the information I have given is truthful, complete and correct	
Signature of applicant	Date (YYYY-MM-DD)

This form is made available by Immigration, Refugees and Citizenship Canada and is not to be sold to applicants.

Unit 8 – IRCC Document Checklist



Immigration, Refugees
and Citizenship Canada

Immigration, Réfugiés
et Citoyenneté Canada

Save

Reset Form

Print Form

PAGE 1 OF 3

DOCUMENT CHECKLIST WORKER (IN CANADA APPLICANT)

This document checklist is one of the forms that you need to submit with your application. Refer to the Instruction Guide ([IMM 5553](#)) to find out if you are required to provide some or all forms and documents listed in this checklist. If any of the required documents are missing, your application form may be returned or refused. Do not submit original documents unless instructed to do so. Original documents will not be returned.

All documents in a language other than English or French must be translated. Provide both a photocopy of the document and the translation in English or French.

Important: if you are also applying for study permit, you must include the fees and documents required to assess your application for that permit. Consult the appropriate guide for student requirements.

Gather your documents in order of the checklist and check ☒ each item.

I have enclosed the following items:

	FORMS LIST: The following Immigration, Refugees and Citizenship Canada (IRCC) forms must be completed, signed and dated.	☒
1.	Application to Change Conditions, Extend my stay or Remain in Canada as a Worker (IMM 5710) Note: If this application form is completed on a computer it must be validated to generate a barcode page. Print and place the barcode page (page 5 of 5) on the top of your application (or if applying as a group, each individual application package).	☐
2.	Use of a Representative (IMM 5476) Note: Complete this form only if you are using the services of an authorized representative, or if you are appointing or cancelling a representative.	☐
3.	Authority to Release Personal Information to a Designated Individual (IMM 5475) Note: Complete this form only if you authorize IRCC and the Canada Border Services Agency (CBSA) to release information from your case file to someone other than yourself.	☐
4.	Statutory Declaration of Common-law Union (IMM 5409) , if applicable	☐
	DOCUMENTS LIST:	☒
1.	Proof of Payment , if applicable Note: If you are applying for an open work permit, provide proof of payment for the open work permit holder fee.	☐
2.	PHOTOCOPIES of passport pages clearly showing each of the following: - the passport number; - the dates of issue and expiry; - your name and date of birth; - the stamp made by the Canadian authorities on your most recent entry into Canada; and any other marked page.	☐
3.	PHOTOCOPIES of your travel or identity document (citizenship certificates, birth certificate, alien registration cards, etc.) if you did not use a passport to enter Canada	☐
4.	PHOTOCOPY of your current immigration document (if you have one)	☐
5.	PHOTOCOPY of your Marriage license or Certificate (if applicable)	☐
6.	If you are the dependent of another applicant, provide the Unique Client Identifier (UCI) number of your family member who is the principal applicant.	☐
7.	If your employer obtained a Labour Market Impact Assessment (LMIA) from Employment and Social Development Canada (ESDC), provide a copy of the LMIA and a copy of your employment contract from your prospective employer.	☐

8.	If your employer is exempt from obtaining an LMIA from ESDC, your employer must provide you with the offer of employment number for inclusion in your work permit application form. If IRCC authorized your employer to submit the offer of employment using the IMM 5802 form, provide a copy of the IMM 5802 and proof that the employer compliance fee has been paid. Note: If your employer is exempt from the Employer Compliance Regime, you must provide a copy of the employment contract. Find out more about this exemption.	☐
9.	If you are working in the province of Québec with an LMIA, provide a Québec Acceptance Certificate (CAQ) issued by the Québec Ministère de l'Immigration, de la Francisation et de l'Intégration Québec (MIFI)	☐
10.	If you do not submit a medical exam, there may be restrictions on your work permit. To find out if you need a medical exam, please visit: Medical exams for visitors, students and workers. If you need to remove the medical restrictions from your work permit: - complete an upfront medical examination by contacting a Panel Physician; or - wait until your application is reviewed and medical instructions are provided to you by the immigration office. and apply for a work permit from inside Canada.	☐
11.	Proof indicating you meet the requirements of the job being offered, including LMIA-exemption requirements. For example, the requirements for the job may be proof of education, work experience, mandatory certification(s) for the occupation in your intended province/territory of work, language ability, proof of the relationship between the Canadian and foreign country businesses (intra-company transferee), proof of reciprocity, proof that your work creates significant economic benefits, etc.	☐
	IF YOU ARE AN INTERNATIONAL EXPERIENCE CANADA (IEC) PARTICIPANT Note: Check the specific situations for extending or changing conditions on your IEC work permit to see which documents apply to you.	☒
1.	If your job has been extended, you want to change employers, the expiry date on your work permit is wrong or you got a new passport, include a letter of explanation telling us: - that you're an IEC participant - you're applying to extend your participation - you're fee exempt - the reason why you're applying to extend	☐
2.	If you need to remove medical restrictions from your work permit: - Include a letter of explanation asking to have the medical conditions removed from your work permit. - Pay the open work permit holder fee (see Pay your fees) (if you are a Working Holiday participant).	☐
3.	Provide proof of health insurance covering the intended extension to your length of stay in Canada	☐
	IF YOU ARE A GRADUATE OF A POST-SECONDARY SCHOOL	
1.	For information to determine if you are eligible for a post-graduation work permit (PGWP), on how to apply, and required documentation see Work in Canada after you graduate: How to apply .	
	IF YOU ARE A STUDENT	☒
1.	Proof of your academic standing: letter from the institutional registrar and/or photocopies of transcripts from your last two periods of study.	☐
	IF YOU ARE A PROVINCIAL NOMINEE	☒
1.	Confirmation of nomination letter from the provincial or territorial government	☐
2.	If your nomination has expired, a copy of the acknowledgement letter confirming that IRCC received your application for permanent residence before the nomination expired	☐
3.	LMIA-exempt offer of employment from an employer based in the province or territory which has nominated you (not applicable if applying for a bridging open work permit)	☐
4.	Letter from the province or territory that identifies the job and employer (not applicable if applying for a bridging open work permit) and states that: - you are urgently needed by your employer who has offered you a job in that province or territory, - the job offer is genuine and will create economic benefits or opportunities, - the employment is not part-time or seasonal, and - the wages and working conditions of the employment would be sufficient to attract and retain Canadian citizens or permanent residents. Note: If you submitted an application for permanent residence provide proof that your application has been received or approved in principle	☐
	IF YOU ARE A QUÉBEC SELECTION CERTIFICATE (CSQ) HOLDER	☒
1.	Please refer to the instructions International Mobility Program Plus: Open work permits for Quebec Selection Certificate holders outside Quebec and A permanent resident applicant with a Certificat de sélection du Québec needs a work permit	☐

	IF YOU ARE A FAMILY MEMBER OF A WORK PERMIT HOLDER (OPEN OR EMPLOYER SPECIFIC) OR OF A PRINCIPAL APPLICANT AUTHORIZED TO WORK WITHOUT A WORK PERMIT	☒
1.	For information on required documentation for family members see Changes to open work permit eligibility for spouses, common-law partners and dependant children of work permit holders	☐
	IF YOU ARE THE SPOUSE OR COMMON LAW PARTNER OF A FULL-TIME STUDENT	☒
1.	For information on required documentation for spouses or common-law partners see Help your spouse or common-law partner work in Canada .	☐
	IF YOU ARE A REFUGEE CLAIMANT	☒
1.	Proof that you cannot support yourself without recourse to social assistance (welfare) If you are currently receiving social assistance, attach a letter from the provincial social services department indicating you are receiving money or attach a cheque stub if it indicates clearly that it was issued by the provincial social services department. AND Proof that your refugee claim was referred to the Immigration and Refugee board (IRB) Either of the following is considered acceptable evidence: • A PHOTOCOPY of your Refugee Protection Claimant Document, or • A PHOTOCOPY of your Notice to Appear at the IRB or Confirmation of Referral document.	☐
	IF YOUR REFUGEE CLAIM WAS REFUSED	☒
1.	Proof that you cannot support yourself without recourse to social assistance (welfare) If you are currently receiving social assistance, attach a letter from the provincial social services department indicating you are receiving money or attach a cheque stub if it indicates clearly that it was issued by the provincial social services department. AND submit one of the following (as applicable): • Proof that you have filed an application with the Federal Court of Canada for leave and for Judicial Review of the IRB decision with respect to your refugee claim • Proof that you are appealing the rejection of your refugee claim at the Refugee Appeal Division of the IRB	☐
	IF YOU ARE UNDER AN UNENFORCEABLE REMOVAL ORDER SUBMIT ONE OF THE FOLLOWING (AS APPLICABLE):	☒
1.	Proof that you are unable to leave Canada because you are not able to obtain a travel document. Examples of acceptable proof: • A notification you received informing you that your application for a passport has been rejected; • Confirmation from the Canada Border Services Agency (CBSA) that their efforts to obtain a travel document for you have been unsuccessful	☐
2.	Proof that you (as applicable): • Have submitted a pre-removal risk assessment (PRRA) that is pending a decision • Have been granted a stay by the Federal Court • Are a citizen in a country for which the Minister has imposed a temporary stay of removal • Are completing your term of imprisonment in Canada, including any time on parole	☐
	IF YOU ARE SEEKING AN OPEN WORK PERMIT FOR VULNERABLE WORKERS AND YOU ARE EXPERIENCING ABUSE OR AT RISK OF ABUSE IN THE CONTEXT OF YOUR EMPLOYMENT IN CANADA	☒
1.	A letter of explanation that describes your situation and the abuse you are facing or are at risk of facing.	☐
2.	Proof that you are experiencing abuse or are at risk of abuse in the context of your employment in Canada. Noting that none of the following examples are required, evidence of abuse or risk of abuse may include, but is not limited to: • a description of the abuse or risk of abuse faced by the migrant worker • a letter, statement or report from an abuse support organization, medical doctor/healthcare professional or other such entity. • a sworn statement (affidavit) by the applicant • a copy of an official complaint form filed with an enforcement agency ◦ For example, a police or a Canada Border Services Agency (CBSA) report, copy of an official complaint completed by the migrant worker and submitted to a provincial enforcement agency such as an Employment Standards Branch • supporting or additional material, such as victim impact statements, hard copies of email messages, photos showing injuries or working conditions, witness testimonies, copies of text messages, letter of resignation (if applicable), letter of termination of contract, etc.	☐

Unit 8 – Provinces, Territories, & Capitals Map and Activity worksheet



A. Draw a line or write the number of the correct capital/province combination.

Province / Territory	Capital
1. Ontario	___ Whitehorse
2. Alberta	___ Iqaluit
3. British Columbia	___ Charlottetown
4. Quebec	___ Winnipeg
5. Manitoba	___ Victoria
6. Nova Scotia	___ Edmonton
7. Saskatchewan	___ St. John's
8. Newfoundland and Labrador	___ Fredericton
9. New Brunswick	___ Yellowknife
10. Prince Edward Island	___ Regina
11. Northwest Territories	___ Toronto
12. Yukon	___ Quebec City
13. Nunavut	___ Halifax

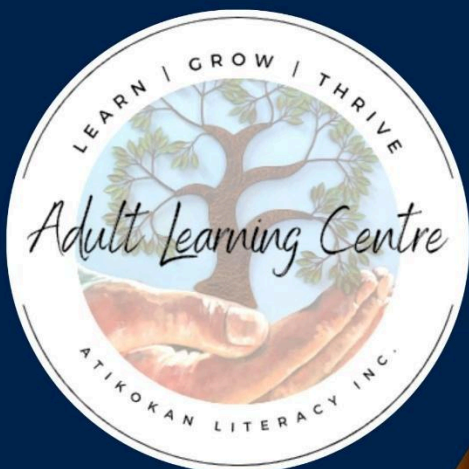
B. Questions:

1. How many provinces are there in Canada? _____
2. How many territories are there? _____
3. What is the capital of Canada? _____
4. What is the province or territory you live in? _____
5. What is its capital city? _____

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Essentials for Life in Canada

The Atikokan Model



Unit 9 - Justice System



Canada 

EMPLOYMENT
ONTARIO

Ontario 

Unit 9: Vocabulary Sheet – Canadian Justice System

Legal Vocabulary

- Law
 - Legal
 - Justice
 - Rights
 - Responsibilities
 - Crime
 - Civil
 - Criminal
 - Family law
 - Court
 - Fine
 - Lawyer
 - Police officer
 - Ticket
 - Violation
 - Notice
 - Document
 - Rules
 - Legal aid
-

Traffic & Police Vocabulary

- Speeding
- Parking
- Ticket
- Infraction
- License
- Registration
- Insurance
- Bribe (△ illegal)
- Offense
- Question
- Stop
- Pull over
- Warning
- Arrest
- Evidence

Roles & Institutions

- Police
- Court
- Judge
- Lawyer
- Legal aid
- Legal clinic
- Settlement worker
- Immigration officer
- OPP (Ontario Provincial Police)

Useful Phrases

- “Can I see your driver’s license?”
- “You were speeding.”
- “Here is your ticket.”
- “What does this mean?”
- “I need legal help.”
- “Is there a fine?”
- “I didn’t understand.”

Unit 9 - Civil vs. Criminal Law in Canada – Handout

This handout explains the differences between Civil and Criminal Law in Canada.

What is the Difference?

Topic	Civil Law	Criminal Law
Purpose	Solves problems between people or organizations	Punishes people who break the law
Who starts it?	A person or business (called the plaintiff)	The government (called the prosecution)
Who is it against?	Another person or business (called the defendant)	The person accused of a crime (called the accused)
Examples	- Broken contract - Divorce - Property dispute	- Theft - Assault - Drunk driving
Possible result	One person may have to pay money or follow an order	Jail, fine, or criminal record
Proof needed	"Balance of probabilities" (more likely than not)	"Beyond a reasonable doubt" (very sure)
Lawyers called	Lawyers or legal representatives	Crown and defense lawyers
Court	Small Claims Court, Family Court, etc.	Criminal Court

Civil Law Example

Maria paid \$500 for a phone that never arrived.
She can go to Small Claims Court and ask for her money back.
This is a civil case.

Criminal Law Example

Jamal was caught stealing from a store.
The police charged him, and he must go to Criminal Court.
This is a criminal case.

Key Words

- Plaintiff – the person who makes a complaint in a civil case
- Defendant – the person or business who must respond
- Prosecution – the government's lawyer in a criminal case
- Accused – the person who is charged with a crime
- Court – the place where legal cases are decided

Unit 9 – Parking/Speeding Ticket Example Handout

 0460	Offence Number / No. d'infraction 9030021Z								
									
Form 3, Provincial Offences Act, Ontario Court of Justice, O. Reg. 108/11 Formulaire 3, Loi sur les infractions provinciales, Cour de justice de l'Ontario, Régl. de l'Ont. 108/11									
OFFENCE NOTICE / AVIS D'INFRACTION I / Je soussigné(e) (print name / nom en lettres moulées)									
believe and certify that on the day of crois et atteste que le jour de Name Nom	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Y / A</td> <td style="text-align: center;">M / M</td> <td style="text-align: center;">D / J</td> <td style="text-align: center;">Time / À (heure)</td> </tr> <tr> <td style="text-align: center;">2 0 1 2</td> <td style="text-align: center;">1 1</td> <td style="text-align: center;">2 0</td> <td style="text-align: center;">11:04 A M</td> </tr> </table>	Y / A	M / M	D / J	Time / À (heure)	2 0 1 2	1 1	2 0	11:04 A M
Y / A	M / M	D / J	Time / À (heure)						
2 0 1 2	1 1	2 0	11:04 A M						
DOE Name / Nom									
JOHN Family Name / Nom de famille									
No. and Street N° et rue	Given Name / Prénom 3857 SW 65TH ST								
Municipality / Municipalité ANY TOWN	P.O. / C. P. ON								
Driver's Licence No. / N° de permis de conduire									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">D 1 5 2 4 3 5 6 5 4 0 8 7</td> <td style="text-align: center;">Juns Aut. Lég ON</td> </tr> </table>		D 1 5 2 4 3 5 6 5 4 0 8 7	Juns Aut. Lég ON						
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1 9 6 5 0 7 1 2	M	Motor Vehicle Involved Véhicule impliqué ☐	Collision Involved Collision impliquée ☐	Witness Témoin ☐					
at / à ELGIN ST									
Municipality / Municipalité OTTAWA									
did commit the offence of / a commis l'infraction suivante									
SPEEDING - IN EXCESS OF 20KM/H/IN PUBLIC PARK									
contrary to / contrairement à									
MOTORIZED SNOW VEHICLES ACT									
CHARGE Sect. / Art. 14(1)(a)(i)									
Plate Number N° de plaque d'immatriculation ZBT628	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Juns Aut. Lég ON</td> <td style="text-align: center;">Commercial Utilitaire ☐ Yes / Oui</td> <td style="text-align: center;">CVOR / IUUVU ☐ Yes / Oui</td> <td style="text-align: center;">NSC / CNS ☐ Y/O</td> <td style="text-align: center;">Code</td> </tr> </table>	Juns Aut. Lég ON	Commercial Utilitaire ☐ Yes / Oui	CVOR / IUUVU ☐ Yes / Oui	NSC / CNS ☐ Y/O	Code			
Juns Aut. Lég ON	Commercial Utilitaire ☐ Yes / Oui	CVOR / IUUVU ☐ Yes / Oui	NSC / CNS ☐ Y/O	Code					
CVOR No. - NSC No. / N° de l'IUUVU - N° du CNS									
and I further certify that I served an offence notice personally upon the person charged on the offence date Je certifie en outre que j'ai signifié un avis d'infraction en mains propres à l'accusé(e) le jour de l'infraction									
Or other date of service Autre date de signification, le 2012/11/22									
Issuing Officer (Signature) de l'agent	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Officer No. N° de l'agent</td> <td style="text-align: center;">Platoon Peloton</td> <td style="text-align: center;">Unit Unité</td> </tr> <tr> <td style="text-align: center;">..</td> <td style="text-align: center;">..</td> <td style="text-align: center;">..</td> </tr> </table>	Officer No. N° de l'agent	Platoon Peloton	Unit Unité	..	..	..		
Officer No. N° de l'agent	Platoon Peloton	Unit Unité							
..	..	..							
Set fine of L'amende fixée de \$ 85.00	TOTAL PAYABLE 110.00	Total payable includes set fine, applicable victim fine surcharge and costs Le montant total exigible comprend l'amende fixée, la suramende compensatoire applicable et les frais							
MONTANT TOTAL EXIGIBLE									
Important: You have 15 days from the day you receive this notice to choose one of the options on the back of the notice.									
Important: À compter de la réception du présent avis, vous avez 15 jours pour choisir une des options décrites au verso de l'avis.									

PARKING INFRACTION TICKET INFORMATION		
HALIFAX		
If not paid within 14 days, a summons will be issued. See reverse for details and payment options.		
		
TICKET NUMBER		DATE
200200162		Sep. 14, 2020
TIME		ZONE
FROM	TO/AT	
	08:56	
PLATE NUMBER	EXPIRY DATE	PROVINCE
A1A1S1	Dec. 2020	NS
VEHICLE MAKE		
BGE	ACURA	CL
VIOLATION		
VIOLATION: 06		CLASS: 10
LOCATION:		
827 BELL RD Halifax Regional Municipality, Province of Nova Scotia		
INFRACTION:		
MVA 151 Parked overtime specified		
FINE AMOUNT: \$25.00 LATE PAYMENT AMOUNT: \$61.60 IF NOT PAID BY: Nov. 13, 2020		
10AM-10:30AM, 2PM-2:30PM		
I CERTIFY THAT I DID AT THE DATE AND TIME NOTED ABOVE PERSONALLY PLACE THE ORIGINAL COPY OF THIS TICKET ON THE WINDSHIELD OF THE SAID VEHICLE.		
Ellen		M004
Signature of Issuing Provincial Offences Officer		Officer No.

Unit 9 – Traffic Stop Role Play Activity

Objective: Practice polite communication and listening skills in a traffic stop situation.

Vocabulary to Review:

- License
- Registration
- Insurance
- Pulled over
- Speeding
- Violation
- Fine / Ticket
- Officer
- Obey
- Emergency lights

Example Dialogue:

Police Officer: Good afternoon. Do you know why I pulled you over?

Driver: No, Officer. I'm not sure.

Police Officer: You were going 70 km/h in a 50 km/h zone.

Driver: Oh, I didn't realize I was speeding. I'm sorry.

Police Officer: May I see your driver's license, registration, and proof of insurance, please?

Driver: Yes, here you go. *(hands over documents)*

Police Officer: Thank you. Please stay in your vehicle. I'll be back shortly.

Driver: Okay, thank you.

WHAT SHOULD I DO? – STUDENT DECISION QUIZ

Choose the best answer in each situation:

1. The police car turns on flashing lights. What do you do?
 - ☐ Keep driving
 - ☐ Pull over and stop safely
 - ☐ Get out of your car
2. The officer asks for your license. What do you say?
 - ☐ "Why do you need it?"

- ☐ "Here you go."
- ☐ "I don't have to show you."

3. You don't understand what the officer says. What do you say?
 - ☐ "What?"
 - ☐ "Sorry, can you repeat that slowly?"
 - ☐ Ignore them

Circle TRUE or FALSE:

1. The police can ask for your license. — TRUE / FALSE
2. You must get out of your car right away. — TRUE / FALSE
3. You should be polite and calm. — TRUE / FALSE
4. It's okay to use your phone during a traffic stop. — TRUE / FALSE

TRAFFIC STOP ROLE PLAY

1: Speeding on the Way to Work

Scenario: You are running late for work and were driving 75 km/h in a 50 km/h zone.

Officer Role:

1. Approach the car, speak clearly and professionally.
2. Say: "Good morning. Do you know why I stopped you today?"
3. Explain: "You were driving 75 in a 50 zone. That's over the speed limit."
4. Ask: "Can I see your license, registration, and insurance?"
5. Return to your car (pretend), come back, and say:
"Everything checks out. I'm giving you a ticket for speeding."
6. Finish: "Drive safely. Have a good day."

Driver Role:

1. Greet the officer: "Good morning, Officer."
2. Say: "I'm sorry, I didn't realize I was speeding."
3. Say: "I'm running late for work. I know that's not an excuse."
4. Hand over documents: "Here are my license and insurance."
5. When you get the ticket, say:
"Thank you. I'll be more careful. Have a good day."

TRAFFIC STOP ROLE PLAY

2: Broken Taillight at Night

Scenario: The officer pulls you over at night for a broken taillight.

Officer Role:

1. Say: "Good evening. I stopped you because your left taillight is out."
2. Ask: "Did you know it's not working?"
3. Say: "Please give me your license, insurance, and vehicle registration."
4. Optional: Ask a few polite questions:
 - "Is this your vehicle?"
 - "Have you had any issues with your car recently?"

2. Return the documents:
"Everything is fine with your documents. I'm giving you a warning. Please get it fixed this week."
3. Say: "Thank you and drive safely."

Driver Role:

1. Say: "Oh, I didn't know. Thanks for letting me know."
2. Hand over documents: "Here you go, Officer."
3. Say: "Yes, this is my car. I just had it serviced last month."
4. Say: "I'll get the light fixed tomorrow. Thank you for the warning."

TRAFFIC STOP ROLE PLAY

3: Not Understanding the Officer

Scenario: You're a newcomer. The officer uses fast English and you don't understand everything.

Officer Role:

1. Say: "Hello. I noticed you didn't stop fully at that stop sign."
2. Ask for documents: "Can I get your license and registration, please?"
3. (Optional) Add: "Where are you coming from today?"
4. Realize the driver is confused. Speak slower:
 - "I stopped you because of the stop sign."
 - "You must stop completely. Please be careful."
2. Say: "I'll give you a warning this time."

Driver Role:

1. Say: "Sorry, I don't understand. Can you repeat slowly?"
 2. Use phrases:
 - "Can you speak more slowly?"
 - "English is not my first language."
 2. Say: "Thank you for explaining. I will stop fully next time."
 3. Be polite: "Thank you for your patience, Officer."
-

Discussion Questions for Groups:

- Which role play felt most real or difficult?
- What phrases were helpful in calming the situation?
- What documents should you always carry when driving in Canada?
- What should you do if you don't understand the officer?
- How did it feel to be stopped by the police?
- What's something you learned from this practice?

Unit 9 – Law Quiz

Multiple Choice: Circle the correct answer.

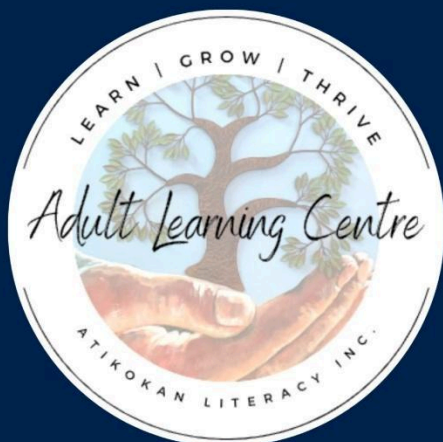
1. In Canada, who makes the laws?
a) Police
b) Government (Parliament)
c) Judges
2. If you are arrested, you have the right to:
a) Stay silent and ask for a lawyer
b) Run away
c) Pay the police money to leave
3. At what age can you vote in Canada?
a) 16
b) 18
c) 21
4. Which is a federal law in Canada?
a) Immigration law
b) Parking rules in your town
c) Public library hours
5. Who is responsible for making sure laws are followed?
a) Police and courts
b) Teachers
c) Store managers
6. In Canada, who can get free legal help if they cannot afford a lawyer?
a) Only rich people
b) People who qualify for **Legal Aid**
c) Nobody
7. Which of these is a crime in Canada?
a) Driving without a license
b) Helping a neighbour shovel snow
c) Going to the park

True or False: Write **T** for true or **F** for false.

1. In Canada, men and women have equal rights. _____
2. You must always carry your Social Insurance Number (SIN) card with you. _____
- 3.** Police must show identification if asked. _____
- 4.** Children under 12 cannot work full-time jobs. _____
- 5.** You must follow both federal and provincial laws. _____

Essentials for Life in Canada

The Atikokan Model



Unit 10 - Housing and Multiculturalism



Canada

EMPLOYMENT
ONTARIO

Ontario



Unit 10: Housing & Multiculturalism Vocabulary Sheet



Housing Vocabulary

- Apartment
 - Condo
 - Studio
 - Room
 - House
 - Basement suite
 - Furnished
 - Unfurnished
 - Rent
 - Lease
 - Landlord
 - Tenant
 - Application
 - References
-



Utilities & Furniture

- Electricity
 - Water
 - Heat
 - Internet
 - Cable
 - Laundry
 - Fridge
 - Stove
 - Bed
 - Sofa
 - Table
-



Rental Phrases

- “Is it available?”
- “How much is the rent?”
- “Are utilities included?”
- “When can I move in?”
- “May I view the apartment?”

- “Do I need references?”
-

Multiculturalism & Inclusion

- Culture
 - Diversity
 - Multiculturalism
 - Identity
 - Respect
 - Equity
 - Indigenous
 - Minority
 - Indigenous (First Nations, Métis, Inuit)
 - Tradition
 - Celebrate
-

Practice Tip

Use these terms in sentences or roleplays:

- “I want a furnished studio with heat included.”
- “In my culture, we celebrate Diwali.”
- “Canada is a country of many cultures.”

Unit 10 – Rental Advertisement example sheet

Rental House Advertisement – Example

Title: ✨ Beautiful 3-Bedroom Family Home for Rent – Close to Schools & Shops!

	Address (Example):	456 Maple Street, Atikokan, ON
	Monthly Rent:	\$1,500 + utilities
	Available From:	October 1, 2025
	Bedrooms:	3 bedrooms
	Bathrooms:	2 bathrooms
	Type of Home:	Detached house with yard and garage
	Included in Rent:	Washer and dryer, Fridge and stove, Parking for 2 cars
	Utilities:	Tenant pays hydro (electricity), water, and internet
	Features:	• Large, fenced backyard – perfect for children or pets • Recently renovated kitchen • Walking distance to schools, parks, and grocery store • Quiet neighborhood

 **Contact Information:** Call Sarah at **(807) 555-1234** or email **rentmaplest@gmail.com**

Vocabulary to Know

Word/Phrase	Meaning
Utilities	Services like electricity, water, gas, internet
Detached house	A house that is not connected to another house
Fenced backyard	A yard with a fence around it
Available from	The date you can move in
Renovated	Updated or improved

Practice Activity – Fill in Your Own Rental Ad

Title: _____
Address: _____
Monthly Rent: \$ _____ + _____
Available From: _____
Bedrooms: _____
Bathrooms: _____
Type of Home: _____
Included in Rent: _____
Utilities: _____
Features: _____
Contact Information: _____

Unit 10 – Lease Example Sheet

LEASE CONTRACT

PARTIES

This Lease Agreement ("Agreement") is entered into on 20 Oct 2030, between:

Landlord

Name: Samuel Alena
Address: 123, Florida, US
Phone: 10 987 654 321
Email: samuelalena@email.com

Tenant

Name: Dorinda Bet
Address: 456, Florida, US
Phone: 123 456 789 10
Email: betdorinda@email.com

PROPERTY

The Landlord agrees to lease the following property to the Tenant:

Property Address: 30, Cookie Street, Florida
Description: Fully furnished, 30th floor apartment with two bathrooms and three bedrooms

TERM

This lease shall begin on 20th Oct 2030 and continue for a period of one month.

RENT

The Tenant agrees to pay a monthly rent of USD 1000, due on the 7th of each month. Rent shall be payable by online bank transfer.

SECURITY DEPOSIT

The Tenant shall provide a security deposit of USD 500 upon signing this Agreement. This deposit will be held to cover any damages to the property beyond normal wear and tear and unpaid rent. The Landlord will return the deposit, minus any deductions, within 30 days of the termination of this lease.

Unit 10 – Utility Bill Example Sheet



CANADIAN NIAGARA POWER INC.
A FORTIS ONTARIO Company

01001

Sign up for e-Billing today!
Learn more at www.cnpower.com

JOE CONSERVER
PO BOX 123
FORT ERIE, ON L2A 5Y2

Account #: 1234567	Amount Due: \$ 135.78
Statement Date: Jan. 11, 2021	Due Date: Feb. 05, 2021
Payment Amount:	

JOE CONSERVER
SERVICE ADDRESS:
123 MAIN STREET
FORT ERIE

Account Number:
1234567

Billing Period:
From: Dec 1, 2020 00:00
To: Jan 1, 2021 00:00

Invoice: 123467434

Days Billed: 31

Online Portal Registration:
<https://myaccount.cnpower.com>

Meter Reading(s):

Meter Number: 123456 From: Dec 1, 2020 00:00 To: Jan 1, 2021 00:00
Billing Multiplier: 1 Previous: 176,006.220000 kWh Present: 176,812.200000 kWh
Adjustment Factor: 1.053000 Metered Qty: 805.980000 kWh Billed Qty: 848.696940 kWh

Prior Billing:

Balance from previous bill 124.97
Less payment(s) received - Thank you! -124.97
Balance forward \$0.00

Your Electricity Charges:

Electricity
Off Peak (494.620000 kWh @ \$0.105000/kWh) 51.94
Mid Peak (153.970000 kWh @ \$0.150000/kWh) 23.10
On Peak (157.390000 kWh @ \$0.217000/kWh) 34.15
Delivery Charges 57.40
Regulatory Charges 3.56
HST 87249 8225 RT0001 22.12
Ontario Electricity Rebate -56.49

Subtotal: \$135.78

Amount Due: \$135.78

Date	Days	kWh	Daily
2021/01/01	31	805.98	26.0
2020/12/01	30	714.84	23.8
2020/11/01	31	740.54	23.9
2020/10/01	30	1,271.51	42.4
2020/09/01	31	1,976.37	63.8
2020/08/01	31	2,071.17	66.8
2020/07/01	30	1,425.57	47.5
2020/06/01	31	1,164.82	37.6
2020/05/01	30	909.52	30.3
2020/04/01	31	771.33	24.9
2020/03/01	29	648.23	22.4
2020/02/01	31	769.73	24.8
2020/01/01	31	878.05	28.3

Electrical Bill Items

- 1. Account Number
- 2. Amount Due
- 3. Statement Date
- 4. Due Date
- 5. Adjustment Factor
- 6. Metered Qty
- 7. Billed Qty
- 8. Electricity
- 9. Delivery Charges
- 10. Regulatory Charges
- 11. HST
- 12. Ontario Electricity Rebate
- 13. Online Portal Registration

Unit 10 - Landlord–Tenant Role Play Activity

Goal: Practice speaking, listening, and problem-solving in rental situations.

Roles: One person is the **Landlord**, the other is the **Tenant**. Switch roles after each scenario.

Vocabulary to Review

Word/Phrase	Meaning
Lease	A legal rental contract
Rent	Money paid to live in a place
Security deposit	Money paid in advance to protect against damage
Maintenance	Repairs or upkeep of the property
Notice	Written letter to end the rental
Utilities	Electricity, water, heat, internet

Role Play 1 – Late Rent + Heater Problem

Landlord: Hello, this is Mr. Brown, your landlord. I wanted to talk to you about your rent payment. It's now the 10th, and I haven't received it.

Tenant: Oh, hello, Mr. Brown. I'm sorry. I lost my job last month, and I can only pay half right now. I can pay the rest next week.

Landlord: I understand that's difficult. If you can pay the rest by the 17th, we can avoid a late fee.

Tenant: Thank you. I really appreciate your understanding. Also, my heater stopped working two days ago.

Landlord: I'm sorry to hear that. I'll arrange for a repair person to come by on Thursday.

Tenant: That's great. Thank you for helping.

Landlord: No problem. I'll follow up after the repair. And please let me know when you make the rest of the payment.

Tenant: I will. Thanks again.

Role Play 2 – Noise Complaint

Landlord: Hi, Maria. I need to speak with you about a noise complaint.

Tenant: Oh, I'm sorry. What happened?

Landlord: Your neighbours said there was loud music coming from your apartment around 1 a.m. last Saturday.

Tenant: Yes, it was my birthday party. I didn't realize it was so late, and the music was that loud.

Landlord: I understand it was a special occasion, but please remember the lease says no loud noise after 10 p.m.

Tenant: I understand. It won't happen again.

Landlord: Thank you. I appreciate your cooperation.

Tenant: Thank you for letting me know.

Role Play 3 – Dishwasher Replacement Request

Tenant: Hi, Mr. Lee. I wanted to talk to you about the dishwasher.

Landlord: Sure. What's wrong with it?

Tenant: It's very noisy and doesn't clean the dishes well. I think it's too old. Could it be replaced?

Landlord: It still works, but I know it's not perfect. I can replace it in three months when I have the budget, or I can get a used one sooner.

Tenant: Could we maybe split the cost to get a new one sooner?

Landlord: That's a good idea. I'll check prices and let you know.

Tenant: Thanks. I really appreciate it.

Landlord: No problem. I'll send you an update next week.

Role Play 4 – Ending Lease Early

Tenant: Hello, Ms. Davis. I need to talk about my lease. I got a new job in another city, and I have to move in 30 days.

Landlord: I see. Your lease runs until February, so normally you would need to pay until then.

Tenant: Is there any way I can end it earlier?

Landlord: You could find a replacement tenant to take over your lease, or you can pay the early termination fee.

Tenant: I'd like to find someone to take over my lease. Can I post an ad online?

Landlord: Yes, but I'll need to approve them before they move in.

Tenant: That's fair. I'll start looking right away.

Landlord: Good. Let's stay in touch about applications.

Tenant: Thank you for your understanding.

Unit 10 – Tenancy application



Form 410

for use in the Province of Ontario

Rental Application Residential

I/We hereby make application to rent

from the day of 20..... at a monthly rental of \$.....

to become due and payable in advance on the day of each and every month during my tenancy.

1. Applicant #1 Date of birth SIN No. (Optional)

Drivers License No Occupation

2. Applicant #2 Date of birth SIN No. (Optional)

Drivers License No Occupation

3. Other Occupants: Name Relationship Age

Name Relationship Age

Name Relationship Age

Do you have any pets? If so, describe

Why are you vacating your present place of residence?

APPLICANT #1 LAST TWO PLACES OF RESIDENCE

Present Address

From To

Name of Landlord

Telephone:

Prior Address

From To

Name of Landlord

Telephone:

APPLICANT #1 PRESENT EMPLOYMENT

Employer

Business address

Business telephone

Position held

Length of employment

Name of supervisor

Current salary range: Monthly \$

APPLICANT #2 LAST TWO PLACES OF RESIDENCE

Present Address

From To

Name of Landlord

Telephone:

Prior Address

From To

Name of Landlord

Telephone:

APPLICANT #2 PRESENT EMPLOYMENT

Employer

Business address

Business telephone

Position held

Length of employment

Name of supervisor

Current salary range: Monthly \$

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APPLICANT #1 PRIOR EMPLOYMENT

Employer

Business address

Business telephone

Position held

Length of employment

Name of supervisor

Salary range: \$

APPLICANT #2 PRIOR EMPLOYMENT

Employer

Business address

Business telephone

Position held

Length of employment

Name of supervisor

Salary range: \$

Name of Bank **Branch** **Address**

Chequing Account # **Savings Account #**

FINANCIAL OBLIGATIONS

Payments to Amount: \$

Payments to Amount: \$

PERSONAL REFERENCES

Name Address

Telephone: Length of Acquaintance Occupation

Name Address

Telephone: Length of Acquaintance Occupation

AUTOMOBILE(S)

Make Model Year Licence No

Make Model Year Licence No

The Applicant consents to the collection, use and disclosure of the Applicant's personal information by the Landlord and/or agent of the Landlord, from time to time, for the purpose of determining the creditworthiness of the Applicant for the leasing, selling or financing of the premises or the real property, or making such other use of the personal information as the Landlord and/or agent of the Landlord deems appropriate.

The Applicant represents that all statements made above are true and correct. **The Applicant is hereby notified that a consumer report containing credit and/or personal information may be referred to in connection with this rental.** The Applicant authorizes the verification of the information contained in this application and information obtained from personal references. This application is not a Rental or Lease Agreement. In the event that this application is not accepted, any deposit submitted by the Applicant shall be returned.

(Signature of Applicant #1) (Date) (Signature of Applicant #2) (Date)

Telephone: Telephone:

Email Address: Email Address:

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Unit 10 - Gender, Aboriginal, Minority Rights in Canada Info Sheet

Gender Equality Rights

- **Protected by:**
 - **Canadian Charter of Rights and Freedoms** (Section 15 – Equality Rights)
 - **Canadian Human Rights Act**
- **Key Points:**
 - Men and women have equal protection and benefit under the law.
 - Discrimination based on gender, pregnancy, gender identity, or gender expression is prohibited.
 - Equal pay for equal work is required by law.
 - Employers must provide a workplace free from harassment.
- **Examples:**
 - Women and men can vote, run for office, own property, and work in any field.
 - Transgender and non-binary individuals are protected from discrimination.

In 1996, the Canadian Human Rights Act was amended to specifically include sexual orientation as one of the prohibited grounds of discrimination. This inclusion was a clear declaration by Parliament that gay, lesbian and bisexual Canadians are entitled to "an opportunity equal with other individuals to make for themselves the lives they are able and wish to have."

Aboriginal (Indigenous) Rights

- **Protected by:**
 - **Constitution Act, 1982** – Section 35 recognizes and affirms existing Aboriginal and treaty rights.
 - **Indian Act** and various self-government agreements.
- **Key Points:**
 - Indigenous peoples in Canada include **First Nations, Inuit, and Métis**.
 - Rights include self-government, traditional practices, land and resource rights, and cultural preservation.
 - Treaties are legally binding agreements between Indigenous nations and the Crown.
- **Examples:**
 - Hunting, fishing, and trapping rights in traditional territories.
 - Access to education and health services through Indigenous-led programs.
 - Recognition of Indigenous languages and cultural heritage.

Aboriginal rights in Canada, recognized under section 35 of the Constitution Act, 1982, are collective rights held by Indigenous peoples based on their historical presence and connection to the land. These rights, which vary from group to group, include the right to land, resources, self-government, and cultural practices. The government has a duty to consult with Indigenous groups and potentially accommodate them when decisions may affect their Aboriginal or treaty rights.

Minority Rights

- **Protected by:**
 - **Canadian Charter of Rights and Freedoms** (Sections 15 and 27).
 - **Official Languages Act** (protection for English and French linguistic minorities).
 - **Key Points:**
 - Canada is a multicultural society—cultural diversity is officially recognized and protected.
 - No one can be discriminated against based on race, ethnicity, religion, or language.
 - Minority groups have the right to preserve and promote their culture.
 - **Examples:**
 - Multilingual education in some provinces.
 - Protection of religious clothing and customs (e.g., wearing a turban or hijab).
 - Government funding for multicultural festivals and programs.
-

Where to Get Help if Rights Are Violated

- **Human Rights Commissions** (federal and provincial/territorial)
 - **Legal Aid Services**
 - **Ombudsman offices**
 - **Community and advocacy organizations**
-

Why These Rights Matter

- Promote equality and fairness for all.
- Protect cultural heritage and identity.
- Ensure Canada remains an inclusive and diverse society.

Quick Fact:

Canada was one of the first countries to adopt multiculturalism as an official policy (1971) and is known globally for its commitment to protecting human rights.

PROGRAM EVALUATION

Did you find this program useful? _____

Did you find the level was appropriate? _____

Was the subject matter of interest to you? _____

Was the program too short or too long? _____

Was there enough interaction between the instructor and the students?

Did you have enough time to ask questions? _____

Did you like the exercises? Are there some that should be taken out or improved?

Do you have any suggestions for new exercises to be included in upcoming programs?

Would you be interested in having more speakers come to your class?

What other subject areas would be of interest to you? _____

Any other comments about the program: