

DIRECTIVE ON CLASSIFICATION OF OCCUPATIONS

Effective Date
2016-11-02

Application

This directive applies to all positions in all program streams.

Guidelines

This directive provides instructions on how to determine the National Occupational Classification ([NOC](#)). Positions under the Temporary Foreign Worker (TFW) program are classified according to the NOC codes based on the position for which a temporary foreign worker (TFW) is being sought. The 4-digit NOC provides a nationally consistent standardized language ([Annex A](#)) for describing the work performed and employment requirements.

The NOC is used to determine eligibility for economic immigration programs and is the basis for many TFW program elements including eligibility for program streams, genuineness (i.e. reasonable employment need), wage assessment and access to variations such as recruitment and advertising.

Exemptions or Variations

There are no exemptions or variations.

Identify the National Occupational Code (NOC)

You must weigh the employer's job requirements with time spent on specific job duties to identify the appropriate NOC.

1. Review the principal business activity and job offer information found in the LMIA application and supporting documents. Job offer information includes; duties, education, experience and professional designations, licenses or certifications.
2. To start your search and for an overview of the NOC structure use the [NOC Matrix](#). The matrix is organized into a table with columns representing skills types and rows representing skill levels. The matrix will assist you in identifying one or more code groups which is the first step in narrowing your search for the ideal NOC.

Columns - Skill Types – First Digit of NOC Code (except management)

Skill Type	Occupations
1.	Business, finance and administration

2.	Natural and applied sciences and related
3.	Health
4.	Education, law and social, community and government services
5.	Art, culture, recreation and sport
6.	Sales and service
7.	Trades, transport and equipment operators and related
8.	Natural resources, agriculture and related production
9.	Manufacturing and utilities

Rows - Skill Levels – Second Digit of NOC Code

Skill Level	Education or Training Usually Required
A	University education (Management occupations: Expertise is acquired through either formal education or extensive occupational experience)
B	College education or apprenticeship training
C	Secondary school and/or occupation-specific training
D	On-the-job training is usually provided

3. Further narrow your search by using the Occupational Structure by Skill Type to focus on a small number of four digit NOCs within the code groups identified in step 2.
4. Compare the employer's principal business activity, job duties and job requirements (education, experience, professional designation, license, certification) with each of the components of the NOCs you identified in step 3. Determine whether the employer's job requirements are justified and therefore legitimate by asking yourself the following:
 - Is the employer's job requirement necessary for the proper or efficient performance of a job?
 - Is the job requirement in the interests of effectiveness, safety, and productivity?
 - Does the requirement have a sensible connection to the ability of an employee to do the job?

You may ask the employer or third party to explain why a job requirement is essential as per the three bullets above. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

5/6/2011

If the employer's job	then
requirements are legitimate	continue with NOC identification, go to <u>step 5</u>
requirements seem excessive or restrictive	review each of the requirements with the employer. Conduct fact finding to determine whether the employer's requirements are legitimate as per <u>step 4</u> .
requirements specify education, experience, professional designation, license or certification	the requirement must be weighted more heavily than the duties. Select the NOC code that most closely corresponds to the education, experience, professional designation, license or certification but not to the exclusion of the duties. Go to <u>step 5</u> .
requirements and duties have been cut and paste from the NOC	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Using only the duties and requirements specific to the employer's workplace, go to <u>step 5</u>.</p>
requirements contain components that are not legitimate	using only the legitimate components of the employer's job requirements, continue with NOC identification, go to <u>step 5</u>

5. Narrow your search to the NOC that most closely matches the employer's job offer information.

If the employer's job	then
duties are found under multiple NOC codes (within the same skill level or across different skill levels)	<p>contact the employer to determine the primary duties based on the percentage of time spent on each activity.</p> <p>Select the NOC using the duties that will be performed the majority of the time.</p> <p><u>Exception - Meat Processing</u></p>
duties are <u>equally</u> split between multiple NOC codes	<p>using the employer's job requirements and the duties, select the NOC code with the higher skill level.</p> <p>or</p>

	When equally split within the same skill level, the NOC code with the higher wage must be used.
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6. Use a note to file to document the NOC number, job title and details of your assessment as well as any communication with the employer and resources utilized to confirm or identify the NOC. Upload any additional supporting documents collected to support your decision!
7. If required, modify the NOC input to FWS with the NOC identified in [step 5](#).
 - Go to the "Modify NOC" link found on the View/Edit LMIA screen.
 - Select "Code" or "Title" from the "Select NOC by" section and click "Go".
 - Select the NOC/title item from the list.
 - Choose the "Modify NOC" button to complete and input the new NOC.
8. As you continue to assess the application using the NOC identified in [step 5](#) be aware that, if your NOC selection differs from the employer, there could be implications for some assessment elements such as:
 - genuineness (reasonable employment need)
 - the employer's wage offer
 - recruitment and advertising variations
 - access to program streams
 - access to economic immigration programs

Annex 1

Components of a NOC unit group

The lead statement provides

- a general description of the content and boundaries of the group as well as the main activities
- a non-exhaustive list of industries, establishments or places of employment

Example titles include

- a non-exhaustive list of commonly used job titles

Main duties list

- tasks or duties performed, displayed in one of three formats
 - A series of statements that can be applied to all occupations in the unit group. (Examples: 2146 Aerospace engineers)
 - A series of statements that can be applied to a sub-set of occupations within the group. (Example: 5125 Translators, terminologists and interpreters)
 - A series of statements linked to specific occupations within the group. (Example: 5226 Other technical and co-ordinating occupations in motion pictures, broadcasting and the performing arts)

Employment requirements

- describes and list employment requirements in the following order
 - Type and level (or range) of formal education.
 - Specific training such as apprenticeship or courses specific to an occupation
 - Experience
 - Licences, certificates or registration
 - Other requirements such as artistic talent
- Qualifies employment requirements
 - "is required" = a definite requirement
 - "is usually required" = usually required by the majority of employers, but not always required by all employers
 - "may be required" = may be required by some employers, but on a less frequent basis

Additional information includes

- progression to other occupations
- mobility patterns
- trends and forthcoming changes in the NOC requirements

Classified elsewhere

- NOCs or individual occupations are listed when similar to the group or job title but are classified elsewhere