

## Did You Know? . . .

A wide variety of employment services such as resume writing, interview skills, and job search assistance, are available to income assistance clients through WorkBC Employment Services Centres throughout the province.

Please see the WorkBC website to find the WorkBC Centre serving your community at: [www.workbc.ca](http://www.workbc.ca)

## For More Information

Visit the government website at:  
[www.gov.bc.ca/sdpr](http://www.gov.bc.ca/sdpr)

Or call the Ministry of Social Development and Poverty Reduction toll-free: :

**1-866-866-0800**



## Your Guide to the Employment Plan



Ministry of  
Social Development  
and Poverty Reduction

## A Focus on Finding Employment

The Ministry of Social Development and Poverty Reduction requires employable clients to complete an employment plan when applying for and receiving assistance. Each plan is unique, based on a client's strengths and abilities and outlines the necessary steps to move towards employment.

Employable clients are required to have an employment plan that is reviewed and updated on a regular basis.

## Developing an Employment Plan

Your employment plan is:

- » A personalized plan designed to assist you in finding and keeping a job
- » Based on your individual strengths, skills, abilities, and present circumstances
- » Developed with ministry staff
- » A detailed record of the activities you must complete to assist you to find work.

## Who completes the employment plan?

All employable ministry clients are required to complete an employment plan with an employment and assistance worker or another ministry staff member.

This employment plan may include:

- » Supervised independent work search
- » Referral to the WorkBC Centre serving your community to access the Employment Program of British Columbia (EPBC), or to other programs to assist you to find work. If you are accepted for participation in the EPBC, you will have an employment plan that requires you to participate in EPBC services
- » Specific training for employment or other specific services.

Clients with barriers that do not impede their ability to look for work or from participating in employment programs to improve job readiness are also required to complete an employment plan. This employment plan will take into account individual circumstances and assist these clients in moving towards increased employability.

Activities may include:

- » Developing a resume
- » Participating in ministry or community programs or service groups
- » Researching employment opportunities.

## Is the employment plan a legal document?

Yes. Your employment plan is a legal document that outlines the activities that you must complete in order to remain eligible for assistance.

## How important is active participation in the employment plan?

Active participation in your employment plan is key to helping you find and keep a job. Ministry staff will work with you to ensure your employment plan is regularly reviewed and updated, to assist with your progress towards employment.

If you do not participate in or are determined to be non-compliant with the requirements of your employment plan, your income assistance will be discontinued.

