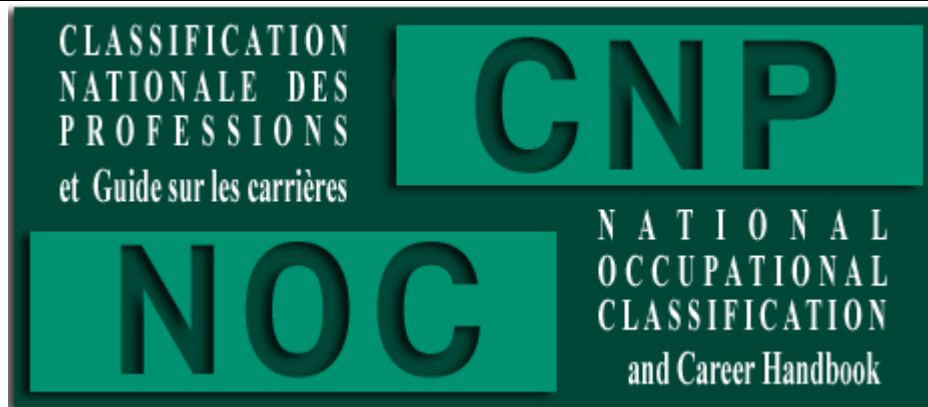


What is a National Occupational Classification?



The National Occupational Classification (NOC) code is a number that Human Resources and Skills Development Canada (HRSDC) has assigned to a particular occupation. The broad occupational categories are:

- 0 Management occupations
- 1 Business, finance and administration occupations
- 2 Natural and applied sciences and related occupations
- 3 Health occupations
- 4 Occupations in social science, education, government service and religion
- 5 Occupations in art, culture, recreation and sport
- 6 Sales and service occupations
- 7 Trades, transport and equipment operators and related occupations
- 8 Occupations unique to primary industry
- 9 Occupations unique to processing, manufacturing and utilities

For example, **the NOC code for a cook is 6242:**

- “6” indicates that this is a “Sales and service” occupation.
- “62” is the **major group number** for all occupations in the sales and service occupations.
- “624” is the **minor group number** for chefs and cooks; these are similar occupations and are grouped together under the same number
- “6242” is the code just for cooks.

The NOC codes and matrix are designed so that you can easily find out about occupations that are related to your career choice. Knowing the NOC code can help you to find occupations that are **related to** your career choice. This is very important if you want to choose a related career. This could help you reach your future career goals.

Which occupations are included in the OSP database?

The OSP database contains a large number of occupation titles found in the *National Occupational Classification Matrix 2001* (NOC). In the NOC, occupations are classified by a number of attributes, including the amount and type of education and training required to enter and perform the duties of an occupation.

Occupations are grouped in different categories according to type of education and training: **A, B, C and D**. There are also “**0**” level occupations.

The categories are:

- Occupations at **level D** require some secondary school and on-the-job training.
- Occupations at **level C** usually require secondary school and/or occupation-specific training.
- Occupations at **level B** usually require college education or apprenticeship.
- Occupations at **level A** usually require university education.
- Occupations at **level 0** are management types of occupations.

For example, the occupation **cook (NOC 6242)** requires an apprenticeship so it is at **level B**.

The OSP database contains information on **entry-level occupations**; that is, occupations at NOC levels **C and D**. The database also includes a number of Red Seal Trades, apprenticeable trades and other occupations at the **B** level as well as several occupations at the **A** and **0** levels. The OSP database will continue to grow as the Government of Canada prepares more Essential Skills Profiles for occupations at the A, B and 0 levels.

Examples:

NOC	NOC Title	Level of Education or Training
0621b	Tour Operators	0
4163	Small Business Counsellors	A
1226	Special Events Co-ordinators and Special Events Managers	B
6435	Hotel Front Desk Clerks	C and D

OSP Skills

The skills in the OSP are the essential skills that enable people to perform tasks required by their occupation and other activities of daily life. These skills provide people with a foundation for learning other skills, and enhance their ability to adapt to the workplace.

The skills included in the OSP are:

Reading:

The comprehension of text consisting of sentences and paragraphs.

Writing:

The preparation of written materials for a variety of purposes.

Use of documents:

The use of labels, lists, signs, graphs, charts, tables, forms and other similar materials.

Use of computers:

The use of any type of computerized technology.

Money math:

The use of mathematical skills in making financial transactions, such as handling cash, preparing bills, and making payments.

Scheduling or budgeting and accounting:

Planning for the best use of time and money, as well as monitoring of the use of time and money.

Measurement and calculation:

The measurement and calculation of quantities, areas, volumes, and/or distances.

Data analysis:

The collection and analysis of data in numerical form.

Numerical estimation:

The production of estimates in numerical terms.

Oral communication:

The use of speech for a variety of purposes.

Job task planning:

The planning and organization of one's own work.

Decision making:

The making of any type of decision, using appropriate information.

Problem solving:

The identification and solving of problems.

Finding information:

The use of a variety of sources, including written text, people, computerized databases, and information systems. (See also Reading, Use of documents, Use of computers, and Oral communication above.)

Skill levels have been assigned for each skill. Some skills have five levels, others have four. These skill levels indicate the level of complexity involved in the use of a skill in a particular task. For all skills, the least complex tasks are tasks classified at level 1. The most complex tasks are tasks classified at level 5, or at level 4, if there are only four levels for a skill.

For example, a task that requires you to follow simple written directions, such as the directions on a bottle, is classified at skill level 1 in reading. A task that requires you to interpret complex information using specialized knowledge, such as scientific terminology, is classified at skill level 5 in reading.

OSP Work Habits

The OSP also includes a section on work habits, since it is important for everyone in the workforce to have good work habits as well as the appropriate skills. There are no skill levels associated with work habits in the OSP.

OSP work habits are:

Working Safely

- Working in a manner that prevents injury to self and others
- Reporting unsafe conditions
- Participating in health and safety training, as required
- Using and wearing all required protective equipment and devices

Teamwork

- Working willingly with others
- Showing respect for the ideas and opinions of others.
- Taking responsibility for his or her share of the work
- Contributing to the team effort by sharing information, resources and expertise.

Reliability

- Being punctual
- Following directions
- Giving attention to detail
- Using time effectively and producing work on time
- Acting in accordance with health and safety practices

Initiative

- Beginning and completing tasks with little prompting
- Approaching new tasks with confidence and a positive attitude
- Seeking assistance when necessary

Customer Service

- Listening effectively to determine and meet clients' needs
- Interacting positively with both co-workers and clients/customers
- Endeavouring to meet and exceed expectations
- Creating a positive impression of the company or organization

Entrepreneurship

- Recognizing and acting on opportunities
- Showing a high degree of motivation and a strong need to achieve
- Being innovative and creative
- Showing perseverance
- Being versatile and willing to take risks
- Showing willingness to take the initiative