

occupational and labour market information; to help labour and management adapt to technological change by assisting them to co-operate in manpower adjustment programs; to provide reception, settlement and job placement services for immigrants; and to process documents for international travellers and enforce the Immigration Act and Regulations within Canada, providing facilities to handle applications from Canadians wishing to sponsor or nominate relatives.

In the fiscal year ended March 31, 1972, Canada Manpower Centres assisted some 902,000 persons, excluding casual workers, to find continuing employment, and referred an additional 308,000 clients to full- or part-time courses under the Canada Manpower Training Program. In the same period, some 17,000 clients were referred to federal-provincial rehabilitation programs, and more than 70,000 workers and trainees were granted moving and transportation assistance under the Canada Manpower Mobility Program.

Manpower Division. Under the direction of the Assistant Deputy Minister, Manpower, the Division's four branches administer employment programs and services through Canada Manpower Centres. The Employer Services Branch deals with the demand side of the labour market, providing guidelines in the development and utilization of employment services for employers and specialized information on industrial needs. The Branch directs the operations of the Canada Manpower Consultative Service which assists industries undergoing manpower dislocations as a result of technological change. It also administers the Canada Manpower Mobility Program to facilitate the movement of workers to areas of job opportunity. The Manpower Utilization Branch is concerned with the supply side of the labour market. It formulates policies and guidelines for employment counselling and aptitude and achievement tests used by Canada Manpower Centre counsellors. The Branch also administers programs to assist new members of the labour force and students seeking summer employment. The Manpower Training Branch directs programs to help improve the qualifications of under-employed, unemployed or disadvantaged adult workers. Training courses are purchased from provincial or private schools or through contracts with employers, and participants receive wage reimbursements or training allowances. The Special Programs Branch co-ordinates the application of all manpower programs and services to the needs of disadvantaged unemployed persons in the labour force.

In 1972-73 the federal government continued the Special Employment Plan, introduced in October 1971, to alleviate seasonal unemployment while upgrading the skills of workers and contributing to community improvement and economic growth. The Department of Manpower and Immigration is responsible for two elements of the Plan: the Local Initiatives Program, which in 1971-72 produced some 92,500 jobs through 5,700 community projects conceived, organized and managed by private citizens and funded by the Department; and the Canada Manpower Training-on-the-Job Program through which more than 42,500 jobs were created in the winter of 1971-72 by some 12,300 training contracts between private employers and the Department.

Immigration Division. Under the Assistant Deputy Minister, Immigration, the Division is responsible for administering the Immigration Act and Regulations. The Division operates a Foreign Service to select, examine and move immigrants to Canada, and a Home Service Branch which provides procedural guidelines for field operations in Canada including admission of immigrants and non-immigrants, apprehension of persons who contravene Canadian laws after being admitted or gaining illegal entry, and removal from the country of those liable to deportation.

Program Development Service. Under the direction of an Assistant Deputy Minister, this Service performs a research, development and evaluation function. It provides labour market information for Canada Manpower Centres, immigration offices and other government departments, and measures the over-all social and economic impact of the Department's policies.

Administration Division. Headed by an Assistant Deputy Minister, the Administration Division comprises units responsible for providing professional and technical support to line management: information service, personnel, financial management, data processing, organization and methods, security and general administrative services.