

ing 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, 1973, Canada Manpower Centres assisted more than 1.0 million persons, excluding casual workers, in finding continuing employment, and referred an additional 2.4 million clients to full- or part-time courses under the Canada Manpower Training Program. In the same period 18,000 clients were referred to federal-provincial rehabilitation programs (which became the responsibility of the Department of National Health and Welfare on April 1, 1973). In addition, 71,674 workers and trainees were granted moving and transportation assistance under the Canada Manpower Mobility Program.

**The Manpower 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 1973-74 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 1972-73 produced some 88,799 jobs through 5,817 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 36,645 trainees were hired by employers.

**The Manpower Delivery System** provides three levels of service to people looking for employment. The first level consists of a Job Information Centre where job vacancies are displayed enabling clients to decide themselves which jobs they think they can fill. In addition, an Employment Opportunity Library at the Centre contains information about the Department's programs and the services of other departments and agencies. The second level of service is directed at people who are basically employable but who could benefit from counselling, from courses provided through the Canada Manpower Training Program or from assistance in finding jobs in other areas and in moving which is available through the Canada Manpower Mobility Program. The third level is designed for clients who require concentrated counselling. Counsellors may use outside agencies for special assistance in helping people in this group to become employable. They are then referred to a job or may make selections from a "job bank".

**The Immigration Division**, under the Assistant Deputy Minister, Immigration, is responsible for the recruitment, processing, movement and initial reception of people coming to Canada who will be able to establish themselves economically, culturally and socially. They include people whose skills are required by the Canadian economy, relatives of Canadian residents, and refugees and non-immigrants entering on a short-term basis.

As of January 1, 1973, all non-immigrants entering Canada to take temporary work must have an employment visa. Visitors are not permitted to come to Canada to look for work. This regulation protects the Canadian labour force against the unwarranted use of short-term foreign labour.