

facilitate long-range manpower planning by providing up-to-date 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, 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, 74,218 workers and trainees were granted moving and transportation assistance under the Canada Manpower Mobility Program.

The Manpower Division administers 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 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. The Training-in-Industry element, together with Training-on-the-Job for skill shortages and for the disadvantaged, provided needed job skills for 47,000 workers.

A Job Creation Branch was established in the fall of 1973 as a permanent branch within the Manpower Division. A small permanent staff at headquarters directs the activities of a decentralized field operation organized at the provincial level. Programs currently operating under auspices of the Branch are the Local Initiatives Program (LIP), the Local Employment Assistance Program (LEAP) and the Opportunities for Youth Program (OFY).

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