



Career Resources

Learning, Professional Development, and Micro-Credentials Guide 2025

relevant learning
micro-credentials
professional development
short courses
industry standards
goals and priorities

This material is designed as supplementary reading material for New Arrivals from Ireland.

New Arrivals have a broad range of qualifications, knowledge and experience in many functional disciplines. Certain guidelines may fit your profile, others may not. Ultimately, it is your choice to select the guidelines that best fit your situation and design interview answers that best represent you in the marketplace. Note that employment processes in Canada may be different than what you have experienced in the past.

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www.irishcanadianimmigrationcentre.org
Career Resources

SHOWCASE YOUR EDUCATION, QUALIFICATIONS, AND ONGOING PROFESSIONAL DEVELOPMENT

Expanding skills, building knowledge, and committing to continuous professional development are key to success in the job market in Canada. Employers and recruiters pay attention to your qualifications, courses, ongoing professional development, and attitude to learning and development.

Don't underestimate the significance of ongoing professional development, on-the-job learning, self-directed study, and training gained through voluntary/social activities.

In your resume...

- Include your qualifications and professional development under one section OR divide it into Education and Continuous Professional Development or other similar heading.
- Your highest qualifications will suffice unless others are relevant. To know what's relevant, focus on the job posting and gather information through networking.
- Education/Professional Development section(s) can demonstrate a candidate's motivation and commitment to their learning alongside tangible knowledge and skills that can be applied in a new workplace. These are assets and could set you apart as a strong applicant.

Create an inventory of your education and training

- Take a complete inventory of all your courses, certified or otherwise, including on-the-job learning and those gained through volunteering (e.g. In date First Aid, Data Protection).
- Create a master list that you can pull from when you prepare new applications. Keep your list accurate and up to date e.g. add new courses as you complete them, remove old certifications when they expire.
- Ask yourself:
 - i. Is the education and professional development listed in my resume/cover letter relevant to the positions I am applying for?
 - ii. Is it up to date?
 - iii. Will my qualifications and knowledge be a match for what is required to do the job well in Canada, including within the Province or Territory I will be working in? This includes meeting regulatory standards.
- Use a recognized body for your credential recognition and equivalency evaluation. Check out 'Credential Recognition' section of our [website](#) for links to bodies who provide this service.

INCREASE YOUR CHANCES OF SUCCESS WITH A STEADY TRACK RECORD OF LEARNING AND DEVELOPMENT

When was the last time you completed a training course or learned something new?

If you see from your application that it's 2, 3 or 5 years+ you need to **close the perceived and real gaps** in your knowledge, learning, and education to compete in the labour market in Canada.

This doesn't mean you have to sign up to do an academic qualification and full-time study.

Useful tip: Self-directed learning, short courses, on-the-job learning, skills and knowledge gained through volunteering are well-respected pathways to learning and development. As are micro-credentials, offered by many colleges, universities, and training bodies.

Things you can do

- Identify knowledge areas you need to expand by checking job postings for the level of education and candidate criteria your role type.
- Note the **common themes** and follow these clues to identify topics, course titles, micro-certifications that could make you more employable.
- **What qualifications, knowledge areas, experiences are coming up often and as a priority that you don't have...yet?**
- What knowledge and qualifications do you already have that are **in demand**? How can you **refresh** these to fit in with the labour market you are in?
- Research and source where you can learn and **practice** what you need to up-level your chances.

For example: register for a course, attend a talk, sign up with a group that offers its volunteers, the training you need then apply the learning through voluntary work with them etc.

- Understand employers have **preferences** and **organizational benchmarks** for education and ongoing learning. Your education and knowledge path might be different to what they are accustomed to. You need to showcase how your path meets/exceeds the criteria they are used to working to.
- Use information meetings and networking to better understand the employer/industry preferences around education, qualifications, on-the-job learning.

WHERE CAN YOU SOURCE TRAINING AND COURSES THAT SUPPORT YOUR JOB SUCCESS?

Be smart and strategic – not all learning has to be done in a formal setting and result in a qualification. **Micro-credentials, industry standards, workplace learning** are increasingly well respected and for some employers demonstrate your commitment to building this part of your career.

Remember – Education, Training, Professional Development is an aspect of the career development, job search, and application process you can take ownership of.

There is no shortage of accessible and freely available short courses that can help you up-level what you have to offer. The availability of online learning, self-paced courses, and online platforms offering both free and discounted options became more prevalent during COVID-19 and those methods of learning remain.

Research and Source Training Opportunities

Places to get you started include:	
<ul style="list-style-type: none">• Coursera (coursera.org) - many options for free learning including certificate based.	<ul style="list-style-type: none">• Libraries – go in person and participate in a tour to familiarize yourself with all the resources available to you. Ask about in-person events, courses, online learning platforms.
<ul style="list-style-type: none">• When you sign up or switch banks, credit unions, utility providers ask if perks include free access to full Coursera suite or other learning tools. For example, some banks and credit unions offer this as a new customer incentive.	
<ul style="list-style-type: none">• LinkedIn Learning free trial - https://www.linkedin.com/learning/	<ul style="list-style-type: none">• Ask Membership Associations, Industry Bodies about education and development options. Ask if you can volunteer with them on professional development days in exchange for access to the learning.
<ul style="list-style-type: none">• Networking is a fantastic way to learn what's current and in demand for your job title/industry. Ask questions, take cues from information interviews, events, look at topics and news articles for your industry/employers of interest.	
<ul style="list-style-type: none">• Volunteering can be a great way to build your knowledge and participate in training. Consider volunteering with organizations that provide training to dedicated volunteers as part of the onboarding process and find ask what training and development is available. This can be one of the benefits offered to volunteers for volunteering their time. This could be a win-win for both you and the organization you volunteer with, while helping you refresh your training and professional development in a cost-effective way.	

LEVERAGE MICRO-CREDENTIALS

Micro-credentials are short courses designed to build knowledge in a practical and credible way. An **evidence and competency-based mode of learning**, they can provide a **competitive advantage** and help you **stay relevant** in your industry. Industry driven, these specialized courses offer assurance to employers that you have the knowledge and competency needed in each subject to adapt and succeed in an ever-changing workplace.

Micro-credentials are widely recognized by employers and organizations across multiple industries and professions in Canada and beyond. There is a '**National Framework for Microcredentials**' (see Microcredential Council of Canada (microcreds.ca)).

Benefits of completing a Micro-Credential

- master knowledge and competency relevant to workplace,
- help you stand out in the hiring process,
- set you up for promotion opportunities,
- leverage better pay package,
- an accomplishment that will travel with you from job to job, across Canada or to a new country,
- support you to enter into a new field of employment.

Examples of micro-credential topics include marketing strategies e.g. digital marketing, coding, additional languages, management, diversity and inclusion, grant writing, governance, cyber security, project management, environment and sustainability. With innovation and changing regulations the list continues to grow.

Useful tip: Whether or not you move forward with a micro-credential, research available topics to better understand what is current and in-demand in Canada. This can provide focus and direction in your job search. Source options through colleges and universities, businesses and non-profits.

Remember – awarded micro-credential(s) are accomplishments you should mention on your resume and LinkedIn profile. Display your digital badge(s) online.

THINGS TO CONSIDER WHEN CHOOSING A MICRO-CREDENTIAL

Completing one or more micro-credential can be a great way to bridge the gap between what employers are looking for and your existing knowledge and competencies. **Short, focused, and specialized micro-credentials can be a great way to Canadianize your knowledge in a chosen subject, relevant to the industry or job function of interest to you.**

Useful tip: When selecting a credential and a provider, think about your goal and options that will work best for you. Ask yourself if it is a good next step for you then follow through.

Assess if a micro-credential is right for you

- Check with the school, college or professional organization if you can participate in a single credential or if you can complete many to build your knowledge base, skillset and gain credit towards a future study program.
- Consider your preferred learning style, your financial resources and available time. For instance, do you respond better to synchronous or asynchronous learning? Do you have the time available to meet the participation requirements and beyond while managing other commitments?
- Get a copy of the curriculum to ensure content and outcomes meet the requirements for positions you are interested in.
- Contact the program administrator from each organization of interest to weigh up your options and ensure you are informed.
- Look at what the reviews say. Chat with past participants and ask if it helped them reach their goal. Ask what worked well for them and what did not?
- Get curious. Example, who teaches the course? Are they credible? Do they practice in your industry? Is it an applied or theoretical course? Is it a module that offers credit towards a future program or qualification? How do employers view the credential of interest to you? Will it open career opportunities/ contacts for you?

ON AN IEC WORK PERMIT - CAN I PARTICIPATE ON TRAINING COURSES?

When it comes to education, training, and ongoing professional development it is important to update your knowledge and skills. You may need a refresh or find it necessary to Canadianize your qualifications. **Staying relevant in an ever-changing labour market will make you more employable.** Yet, it is important to balance this need alongside meeting the conditions of your work permit.

Useful tip: Be diligent, understand the terms and conditions of your work permit as it relates to training and study.

If you are on a working holiday visa, stay up to date via the IRCC website. Remember, things change. This means a one-time check is not enough. Be sure to check what is current before moving forward with study/training or professional learning.

Remember - In general, the restriction for studying on a working holiday permit is limited to six months. Therefore, when you source a course be sure to check the duration of study and if you are eligible under the conditions of your work permit.

Things you can do

- Check out IRCC Help Centre for more:
<https://ircc.canada.ca/english/helpcentre/answer.asp?qnum=931&top=25>
- **Stay up to date by checking IRCC website frequently.**
- Get advice from **professionals** as it relates to **your specific permit and query**.
- **Seek out accurate and complete information** from the organization offering the program of study. For example, what is the full duration of the course? How is the course classified? For example, is it a two-year academic study program, short-term professional development course, on-the-job training or otherwise?
- Recognize, many options could be open to you if they can be completed within 6 months.
- **Use short courses to up-level your application. This is a credible way to stay relevant in the job market and satisfy your work permit criteria.**
- Remember, short industry specific courses and micro-credentials can help you focus and prioritize your attention.
- Short professional development programs may not require you to invest as much time or money as a full academic program, plus you can continue to work alongside short courses.