

CLB 5 / 6

EMPLOYMENT
JOB SEARCH

SAFE HAVEN EMPLOYMENT ENGLISH PROGRAM READING

Understanding Information about Work
Permits



Funded by / Financé par:



©AMSSA 2025



SAFE HAVEN EMPLOYMENT ENGLISH PROGRAM

Understanding Information about Work Permits

TASK OBJECTIVE

Learners will be able to **read** and **understand** information about the process of **applying** for a **Canadian work permit**.

CLB INDICATORS OF ABILITY FOR ASSESSMENT & TASK CONDITIONS

CLB 5 – IV

Comprehending Instructions

Understand simple to moderately complex descriptive or narrative texts on familiar topics; Interpret information contained in formatted texts; and Access and locate basic information from reference sources.

- Identify the purpose of the text
- Identify main ideas and key details
- Guess the meaning of unknown terms, phrases or idioms from the context without a dictionary
- Interpret information contained in formatted text
- Scan to locate relevant terms to access the information needed

Profile of Ability

The reader can:

- Understand simple and some moderately complex texts in predictable, practical and relevant social, educational and work-related situations.

Feature(s) of Communication:

When the text is:

- Mostly concrete, factual and descriptive
- With mostly common and some abstract or specialized vocabulary and occasional high-frequency idioms
- Sometimes supported by visuals
- Relatively short
- In moderately demanding contexts

CLB INDICATORS OF ABILITY FOR ASSESSMENT & TASK CONDITIONS (CONT.)

CLB 6 – IV

Comprehending Information

Understand moderately complex descriptive or narrative texts on familiar topics; Interpret information contained in formatted texts; Access, locate and compare 2 or 3 pieces of information from online reference sources.

- Identify the purpose of the text.
- Identify main ideas and key details
- Guess the meaning of unknown terms, phrases or idioms from the context without a dictionary
- Retell or summarize
- Distinguish facts from opinions
- Compare facts to make choices

Profile of Ability

The reader can:

- Understand an adequate range of moderately complex texts in predictable, practical and relevant social, educational and work-related situations.

Feature(s) of Communication:

When the text is:

- Mostly concrete, factual and descriptive
- With mostly common and some abstract or specialized vocabulary and occasional idioms
- Occasionally supported by visuals
- Relatively short
- In moderately demanding contexts

ASSESSMENT TASK

Read information about applying for a work permit in Canada

INSTRUCTOR NOTES

This reading task helps refugee claimants develop the skills needed to understand a work permit application, including identifying key details such as eligibility requirements, required documents, and steps in the application process. It builds practical reading abilities that support informed decision-making and greater independence.

Before approaching the task, the following topics should be covered in class: scanning and skimming reading techniques, the difference between facts and opinions, inferred meaning, summarizing texts, and recognizing main ideas and supporting details.

This is important because successful integration into the workforce is a critical part of resettlement and self-sufficiency. Many refugee claimants face barriers such as unfamiliar workplace norms, limited language proficiency, and a lack of experience navigating formal communication. By strengthening their ability to understand employment-related texts, this task helps remove those barriers, increasing their chances of securing and keeping a job, which contributes to their stability and confidence in a new environment.

OVERVIEW OF SAMPLE SKILL-BUILDING ACTIVITIES TO ADDRESS TASK CRITERIA

Sample Activity 1

DISCUSSION ACTIVITY

Introducing the task

Sample Activity 2

IDENTIFY PURPOSE

CLB 5 and 6: Identifies purpose

Sample Activity 3

IDENTIFY ORGANIZATION AND LAYOUT OF TEXT

CLB 5 and 6: Identifies organization of text

Sample Activity 4

GUESS THE MEANING OF UNKNOWN WORDS AND PHRASES

CLB 5 and 6: Occasionally guesses the meaning of unknown terms, phrases and idioms from the context without a dictionary

Sample Activity 5

IDENTIFY MAIN IDEAS AND KEY DETAILS

CLB 5: Identifies purpose, main ideas, important details... CLB 6: Identifies purpose, main ideas and key details in prose or formatted texts)

Sample Activity 6

COMPARE FACTS TO MAKE CHOICES

CLB 6: Compares facts to make choices

Learner Task

Students read information about applying for a work permit

Note:

There are two different assessment tasks for CLB 5 and 6. The reading text is also different.

STRATEGIES TO ADDRESS THE SAFE HAVEN CURRICULUM'S GUIDING PRINCIPLES

Universal Design for Learning

- **Embedded:** Activities include simplified instructions, and opportunities for both oral and written responses to support different learning styles and language strengths.
- **Suggested:** Offer sentence starters for discussions and allow learners to demonstrate understanding through speaking or writing.

Trauma-informed Practices

- **Embedded:** Tasks are low-stress, predictable, and focused on real-world content that supports learners' sense of control and safety without requiring personal disclosure.
- **Suggested:** Ask students if they prefer working with a partner rather than in a group. Check if they feel comfortable discussing the questions with others. Acknowledge effort and avoid putting students on the spot. Create a calm environment by using consistent routines and reassuring language.

Relevant Content

- **Embedded:** Topics and texts are directly connected to learners' real-life goals—such as applying for work permits or understanding employment language—making the learning meaningful and motivating.
- **Suggested:** Preview key vocabulary with real-life context and follow up with reflective questions like “How could this help you in your daily life?”.

STRATEGIES TO ADDRESS THE SAFE HAVEN CURRICULUM'S GUIDING PRINCIPLES (CONT.)

Community Engagement & Classroom Connections

- **Embedded:** The activity uses social interaction (discussions) to build classroom community. Activities include references to the employment system in Canada, helping learners connect classroom content to their needs in new community.
- **Suggested:** Invite a guest speaker (e.g., from a community employment agency), use authentic texts (such as sample government documents), or take a field trip to a local employment center to interview an employment specialist.

Accessibility

- **Embedded:** Activities are designed with flexible timing and varying levels of participation to accommodate diverse learner needs. They use level-appropriate language to encourage involvement and reduce stress.
- **Suggested:** Include regular rest or movement breaks to help learners stay focused and reduce fatigue, especially for those who may feel overwhelmed or tired during class. Pair learners for peer support and to encourage collaboration and build confidence, while frequently checking for understanding by using simple yes/no questions to help the instructor gauge comprehension in a low-pressure way.

Inclusivity, Diversity & Unity

- **Embedded:** The activities include documents that are relevant to all learners, regardless of background, and highlights how these documents apply equally to people from diverse cultural and personal situations.
- **Suggested:** Invite learners (if comfortable) to share their experiences with the processes of applying for a work permit. Foster inclusive participation by establishing group norms that encourage respectful listening and support for everyone.



Reading

CLB 5

Theme	Understanding Information about Work Permits
Task	Read information about applying for a work permit and answer questions.
Competency	IV - Comprehending Information

Name: _____

Date: _____

	You can...	Yes (2)	Not Yet (1)
*	Identify purpose of the text (Q 1) <i>Identifies purpose, main ideas, important details</i>		
*	Identify main ideas (Q 4) <i>Identifies purpose, main ideas, important details</i>		
*	Identify important details (Q 2, 7, 8) <i>Identifies purpose, main ideas, important details</i>		
	Identify organization of text (Q 6, 9, 10) <i>Identifies organization of text and link between paragraphs</i>		
	Guess the meaning of unknown words/phrases (Q 3, 5) <i>Occasionally guesses the meaning of unknown terms, phrases and idioms from the context without a dictionary</i>		

Total

_____ / 10



Reading

CLB 5

Continue

For next time

This task was **easy** / **so-so** / **difficult** for me, because...

Success = 70% including starred * criteria

Successful overall in this task?

Yes

Not yet



Reading

CLB 6

Theme	Understanding Information about Work Permits
Task	Read information about applying for a work permit and answer questions.
Competency	IV - Comprehending Information

Name: _____

Date: _____

	You can	Yes (2)	Not Yet (1)
*	Identify the purpose of the text (Q 1) <i>Identifies purpose, main ideas and key details in prose or formatted texts</i>		
*	Identify key details (Q 2, 4, 5, 8) <i>Identifies purpose, main ideas and key details in prose or formatted texts</i>		
*	Identify organization of text (Q 7, 9, 10) <i>Identifies organization of text and links between paragraphs</i>		
	Guess the meaning of unknown words / phrases (Q 3, 6) Guesses the meaning of unknown terms, phrases or idioms from the context without a dictionary.		
	Compare facts to make choices (Q 11, 12) (Compares facts to make choices)		

Total

_____ / 12



Reading

CLB 6

Continue

For next time

This task was **easy** / **so-so** / **difficult** for me, because...

Success = 70% including starred * criteria

Successful overall in this task?

Yes

Not yet

Sample Activity 1: Group Discussion

(Introducing the Task)

Task: In groups of 3-4, discuss the following questions:



1. What are some types of work people do in Canada?
2. Is there a kind of job or field you're interested in learning more about?
3. What have you heard about work permits in Canada?
4. Why do you think it's important to have a work permit before working in Canada?
5. Have you applied for a work permit in Canada? What was the process? If not, what do you think the process is?
6. Have you heard of any organizations, programs or community resources that help people find work or help you understand the legal requirements to work in Canada?
7. What kind of community or support would make job searching easier?
8. What questions do you have about how to get a work permit or about working legally in Canada?

Sample Activity 2: Identify purpose

(CLB 5 and 6: Identifies purpose)

Instructions for Teachers on How to Approach the Criterion

1. Start with a Warm-Up Discussion

- Ask learners some questions to demonstrate the meaning of purpose:
 - *What is the purpose of a door?* (to enter and leave a room)
 - *What is the purpose of a table?* (to put things on, to have a flat surface)
 - *What is the purpose of learning English?* (to...)
- Then, ask students, *What is the purpose of government brochures or website articles about work permits?*

Possible answers: *to give information, explain rules, help newcomers, etc.*

2. Write key words on the board:

inform – explain – instruct – persuade – warn

3. Explain the Concept of Reading Purpose

- Tell students: *The purpose of a reading is the **reason** the writer wrote it. We read differently if we are looking for facts, following steps or instructions, or reading someone's opinion.*

4. Use simple definitions

Purpose	Meaning for Students	Example
To inform	To give facts or knowledge	A brochure about work permits
To explain	To describe how something works or happens	Steps to apply for a permit
To instruct	To give directions or steps	"How to renew your work permit"
To persuade	To try to make you agree or do something	A letter saying work permits should be easier to get

5. Teach Simple Clues to Find Purpose:

- Encourage students to ask:
 - *What kind of text is this?* (Brochure? Article? Email?)
 - *Who is it for?* (Newcomers? Workers? Employers?)
 - *What is it trying to do?* (Inform me? Tell me how to? Convince me?)
- Point out clues in the text:
 - Informing texts: facts, statistics, neutral tone
 - Instructing texts: step-by-step language (e.g., “*First, then, click here...*”)
 - Persuasive texts: opinion words (e.g., “*should,*” “*must,*” “*important that...*”)

6. Model the Skill with Think-Aloud:

- Use a short, level-appropriate paragraph about work permits.

Example text:

A work permit is a document that allows you to work in Canada legally. Most foreign nationals need a work permit before they start working. There are two types: open and employer-specific. Always check the rules before you apply.

Think-Aloud Example: “This text gives me facts. I don’t see steps or opinions. It’s not trying to change my mind. I think the purpose is to inform.”

- Ask students: *What helped you decide that? Can you find a sentence that shows this?*

Step-by-Step Strategies for Students: Identify Purpose

Teach the strategies:

1. Look at the Title and Type of Text: Headings and titles often give strong hints.

2. Check the First and Last Sentences: The beginning often says why the text is important.

3. Look for Signal Words:

If you see these...	The purpose might be...
<i>First, next, then, finally</i>	To instruct (step-by-step)
<i>You should, must, it's important that...</i>	To persuade
<i>For example, in general, many people...</i>	To inform or explain

4. Look at the Language Style and Purpose Words: Notice the style and word choices used in the text. These clues can help you find the purpose.

5. Practice: Distribute the text “You Need a Work Permit”. Tell the students to scan the text quickly and answer the following questions:

- *What is the purpose of this information?* (to explain work permit rules for refugee claimants)
- *Who is this information for?* (refugee claimants)
- *What information/words, etc. in the text helped you identify the purpose?*

Sample Activity 2 & 3: Identify purpose and layout of text (continued)

Task: Read the text about applying for a work permit. Answer the questions.

[Canada.ca](#) > [Immigration and citizenship](#) > [Work in Canada](#) > [Check if you need a permit](#)

You need a work permit

If you've filed a claim for refugee protection in Canada, you need a work permit.

You may be eligible for an [open work permit](#) if you filed a claim for refugee protection in Canada and you meet 4 conditions:

- your claim has been found eligible and you're waiting for the Immigration and Refugee Board of Canada to decide on your claim
- you cannot pay for your basic needs without working
- you have valid immigration medical exam results
 - we won't issue your work permit until you pass your immigration medical exam
- you meet the [general eligibility requirements](#) for a work permit

Normally, you'll apply for your open work permit when you make your claim for refugee protection. If you didn't apply for a work permit when you made your claim, you can apply later.

If you're extending your work permit

If you're extending your work permit and your [medical results are no longer valid](#), you can't work in a [job that requires a medical exam](#). Your work permit will list conditions that limit where you can work.

Source Reference: <https://www.canada.ca/en.html>

Online Extension: <https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada/need-permit/refugee.html>

Sample Activity 3: Identify organization and layout of text

(CLB 5 and 6: Identifies organization of text and links between paragraphs)

Instructions for Teachers on How to Approach the Criterion:

1. Start with a Warm-Up Discussion

- Ask students: *When you read an official form, website, or letter, how do you find the information you need?*
- Write their strategies on the board (e.g., *look for headings, read the first line, scan for keywords*).

2. Introduce Key Features (use a short handout or project a text on the screen):

- **Headings:** Show what each section is about.
- **Lists/Bullets:** Show steps or conditions clearly.
- **Paragraphs:** Group ideas together.
- **Bold/Italics/Numbering:** Highlight important details.
- **Links/References:** Show where to get more information.

Emphasize: *Layout helps us find information quickly and understand the purpose of each part of the text.*

Sample Activity 3: Identify organization and layout of text

(CLB 5 and 6: Identifies organization of text and links between paragraphs)

3. Guided Practice

- Ask students to look at the text again (**Activity 2 & 3: You Need a Work Permit**).
- In pairs, ask students to:
 - Circle or highlight headings.
 - Number the steps given.
 - Underline where to find key details (e.g., requirements, addresses, instructions).
- Elicit responses to the following questions:
 - *What information is listed using bullet points in the text?* (Conditions to be eligible for a work permit)
 - *How is the text organized?* (In sections with headings and bullet points)
 - *What section explains the conditions a refugee claimant must meet before applying?*
- As a class, discuss: *Which parts were easiest to find? Which took longer? Why?*

4. Wrap-Up / Reflection

- Ask students: *How does understanding layout and organization help you in real life?*
- Share strategies: scanning for headings, using lists, noticing bold words.
- Optional exit ticket: *Write one strategy you will use next time you read an information text.*

Sample Activity 4: Guess the meaning of unknown words/phrases

(CLB 5-6: Occasionally guesses the meaning of unknown terms, phrases and idioms from the context without a dictionary)

Instructions for Teachers on How to Approach the Criterion:

1. **Introduce the Task:** Write a sentence that contains an unfamiliar word on the board. For example: *Working in Canada requires people to obtain a work permit.*

2. **Ask the students:**

- *Which words are new to you? Students might choose “require” and “obtain”*
- *What does the word “obtain” mean?*
- *How did you know? What helped you understand the meaning?*

Explain that sometimes, even if we don't know a word exactly, we can **guess from the context** (the words around it).

Step-by-Step Strategy for Students: How to Guess Meaning

Teach the 5-step strategy:

1. Identify the unknown word or phrase and highlight or underline it. Think about the function of the word or phrase in the sentence.
2. Look at the sentence and nearby sentences. Read the words before and after the unknown word.
3. Search for clues: examples, definitions, or comparisons
4. Think about what other words can replace the unknown word or phrase. Make a guess.
5. Check if it fits the whole meaning.
Use this relevant example: *If you are eligible, you can apply online or through a visa application center.*

Ask: *What does “eligible” mean? What words help us figure out the meaning?*

Sample Activity 4: Guess the meaning of unknown words

(continued)

Instructions: Read the same text about applying for a work permit. Using the five-steps strategy you have learned, guess the meaning of the words or phrases from the context. Circle the correct answer.

1. What does the phrase “**filed a claim for refugee protection**” most likely mean?
 - a. Asked to leave Canada
 - b. Applied to be accepted as a refugee in Canada
 - c. Paid money for a work permit
2. What does the word “conditions” mean in the phrase “**If you ... meet 4 conditions**”?
 - a. Health problems or illnesses
 - b. Requirements that must be met
 - c. Places where people live or work
3. In the phrase “**you may be eligible for an open work permit,**” what does “eligible” mean?
 - a. Responsible
 - b. Required
 - c. Allowed or qualified
4. What does “basic needs” refer to in the phrase: “**you cannot pay for your basic needs without working**”?
 - a. Food, shelter, and clothing
 - b. Entertainment and travel
 - c. School tuition
5. What is another word for “valid” in “**valid immigration medical exam results**”?
 - a. Recent
 - b. Acceptable
 - c. Written

Sample Activity 4: Guess the meaning of unknown words

(continued)

6. Based on what you know about the word “*valid*”, what do you think the phrase “**your medical results are no longer valid**” means?
 - a. You never took a medical exam.
 - b. Your results are fake.
 - c. Your results are expired or out of date.

7. In the sentence “**We won’t issue your work permit until you pass your immigration medical exam,**” what does “*issue*” mean?
 - a. Take away
 - b. Discuss
 - c. Give officially

8. What do you think “*apply later*” means in “**If you didn’t apply for a work permit when you made your claim, you can apply later**”?
 - a. You have another chance to apply.
 - b. You must apply early.
 - c. You already missed the deadline.

9. What does “**extending your work permit**” most likely mean?
 - a. Making the permit smaller
 - b. Making the permit permanent
 - c. Applying to continue using the work permit for a longer time

10. What is the best word to replace the word “*normally*” in “**Normally, you’ll apply for your open work permit...**”?
 - a. Illegally
 - b. Usually
 - c. Always

Check your answers with a partner and discuss:

What helped you decide the meaning of the words or phrases? What strategies did you use?

Sample Activity 5: Identify Main Ideas and Key Details

(CLB 5 and 6: Identifies purpose, main ideas, and key details in prose or formatted texts)

Instructions for Teachers on How to Approach the Criterion:

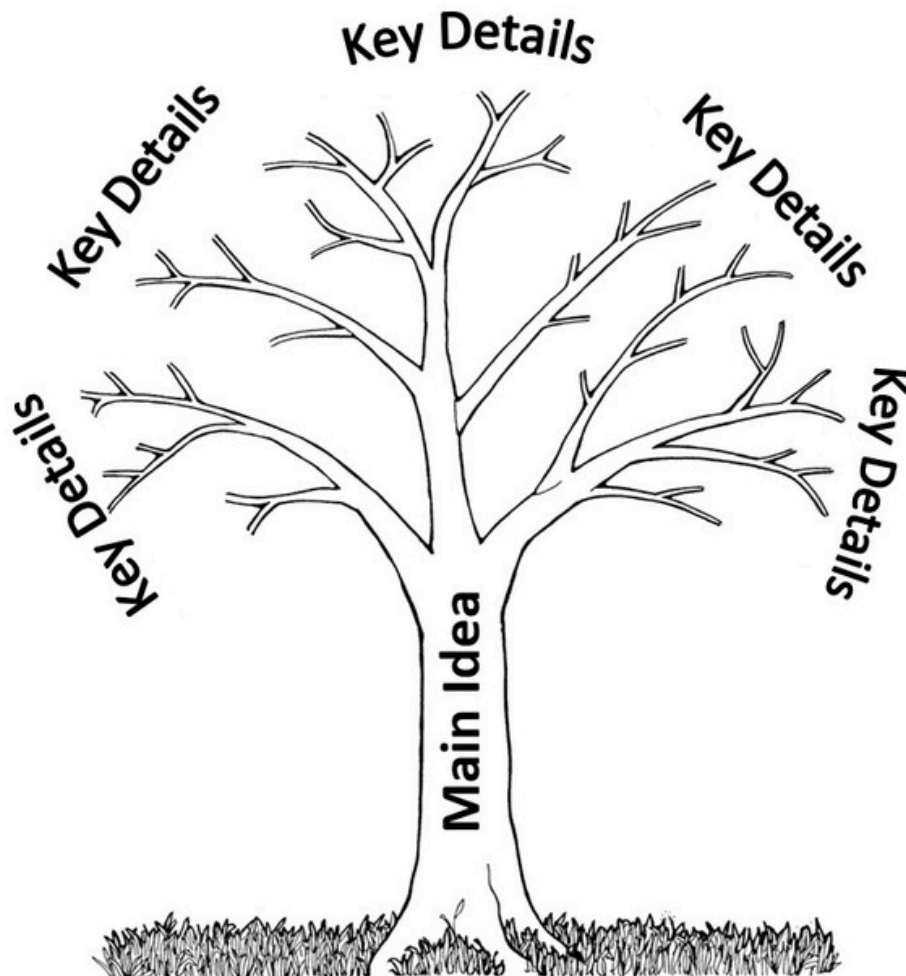
1. Explain the Concepts Clearly

Main Idea: what the reading text is about

- The central or most important message in a paragraph, conversation, or passage.
- What the speaker or writer wants you to know or understand about the topic.

Key Details: the facts and examples that help explain the main idea

- Facts, examples, or reasons that support or explain the main idea.
- Help the reader/listener understand more clearly.



Sample Activity 5: Identify Main Ideas and Key Details (continued)

2. Practice

- Model with the following reading text and use the questions to brainstorm ideas, either in pairs, small groups or whole class.

If you are a foreign worker in Canada, you usually need a valid work permit. A work permit gives you legal permission to work for a specific employer and for a limited time. Without a permit, it may be illegal to work, and you could lose your status. Some people, like international students or open work permit holders, may have different rules. Always check the conditions on your permit before starting a job.

- Ask the students to read the text and then ask them:
 - *Why is the word “work permit” repeated several times in the text?*
 - *If the topic is work permit, what is the most important point the paragraph is trying to say?*
 - *If the main idea is: “You need a valid work permit to legally work in Canada”, what are these points:*
 - “A work permit gives legal permission to work”
 - “Without it, you could lose your status”
 - “Some people may have different rules, so you must check your permit”
- *What do these key details do?*

Step-by-Step Strategies for Students: Identify Main Ideas & Key Details

Teach the strategies:

1. **Look quickly at the first and last sentences:** Why? The main idea is often found in the first or last sentence of a paragraph. These sentences usually introduce or summarize the important point.
2. **Look at the titles and headings:** Why? Titles and headings give clues about the topic and can point directly to the main idea. Encourage students to predict the main idea before reading, based on the heading.
3. **Look for repeated words or phrases:** Why? Writers often repeat key words to emphasize the main idea, which helps the reader recognize what the text is mostly about. Important details often use the same vocabulary or synonyms to support the main idea.
4. **Ask: *What explains or proves the main idea?*** Supporting details explain, describe, or give evidence for the main idea. Use this guiding question often: *What information tells me more about the main idea?*
5. **Look for examples, facts, and reasons:** Supporting details often include:
 - **Examples:** *such as, for example, like*
 - **Facts:** *dates, numbers, names, places*
 - **Reasons:** *because, so, since*
6. **Ask questions to check yourself.** *What is the text mostly about? What details explain or prove that? Could someone understand the topic if I told them only these details?*

Sample Activity 5: Identify Main Ideas and Key Details (continued)

Task: Read the text about applying for a work permit. Work with a partner to practice the 6 strategies you have learned to identify the main idea and key details.

Work permit and Social Insurance Number

To work legally in Canada, you must have a work permit and a Social Insurance Number (SIN).

You can request a no-fee work permit within your online refugee claim application (through the IRCC portal) to work for any employer. The length of time that it's valid will be specified on the work permit.

Before IRCC can issue a work permit, the following steps must occur:

- a decision on the eligibility of your claim must be made
- your immigration medical examination must be completed and passed and
- biometrics (fingerprints and photographs) must be taken

The proof that you've completed your immigration medical exam is the "IME" number, or a copy of the eMedical info sheet (this can be requested from the doctor who performs the examination).

If you don't request a work permit during the refugee claim intake process, you can apply for one online at www.canada.ca/en/services/immigration-citizenship.html.

Note: Once the work permit has been issued, it will be mailed to you. It is very important that addresses are kept up to date. To change an address, please refer to the IRCC Webform: secure.cic.gc.ca/enquiries-reseignements/canada-case-cas-eng.aspx and select "Change of Contact Information." When you get your work permit, you must then apply for a Social Insurance Number. You may use your Acknowledgement of Claim document as part of your application for a SIN. You can do this online, by mail or in person at a Service Canada Centre. Information on the application process can be found at www.canada.ca/en/employment-socialdevelopment/services/sin.html. To find a local Service Canada Centre, call 1 800 O-Canada (1-800-622-6232).

Source Reference: https://publications.gc.ca/collections/collection_2023/ircc/Ci44-25-2023-eng.pdf

Sample Activity 5: Identify Main Ideas and Key Details (continued)

Purpose and Main Ideas Questions

1. What is the purpose of the information?
 - a. To explain the refugee application process
 - b. To explain how to get a work permit and SIN in Canada
 - c. To give details about medical exams for refugees

2. Which sentence best summarizes the text?
 - a. Refugee claimants must complete medical exams, biometrics, and an eligibility decision before applying for Canadian citizenship.
 - b. Service Canada is responsible for issuing work permits and deciding who is eligible to work in Canada.
 - a. To work legally in Canada, you must first get a work permit and then apply for a Social Insurance Number.

3. Why is a Social Insurance Number important for newcomers in Canada?
(*Short answer*)

Key Details Questions

4. What three things must be completed before IRCC can issue a work permit? (*Short answer*)

Sample Activity 5: Identify Main Ideas and Key Details (continued)

5. What is the “IME” number or eMedical info sheet used for?
- Proof that biometrics were taken
 - Proof that the medical exam has been completed
 - Proof of address change
6. What should you do if your mailing address changes? (*Short answer*)
-

7. You must apply for a SIN before you get your work permit. **True / False**
8. You can apply for a work permit at any time during the refugee claim process. **True / False**
9. The work permit allows you to work for any employer in Canada. **True / False**

Reading Strategies Questions

Discuss the following with a partner:

- When you answered the multiple-choice questions, what parts of the text helped you the most (headings, lists, specific sentences)?
- Did you look for keywords in the questions and match them to the text? Can you share an example?

Sample Activity 6: Compare Facts to Make Choices

(CLB 6: Compares facts to make choices)

1. If you forgot to request a work permit during your refugee claim, what should you do?
 - a. Apply for a work permit online at the IRCC website.
 - b. Call Service Canada to apply for one.
 - c. Wait until you receive your SIN.

2. How are the work permit and SIN similar?
 - a. Both are required to work legally in Canada.
 - b. Both are mailed to you automatically.
 - c. Both require you to visit Service Canada in person.

3. What is each document used for? (the work permit and a SIN)

4. Which process involves more steps – getting a work permit or getting a SIN? Explain why.

5. What could happen if you move and don't update your address with IRCC?

Extension Activity: Compare Work Permit and SIN

Work Permit	Social Insurance Number (SIN)
Purpose:	Purpose:
Application Steps:	Application Steps:

Assessment Task: Read Information about Work Permits

Work permit

For you to be allowed to legally work in Canada, you must get a work permit from the federal government. This lets you work in Canada with certain conditions. Work permits are managed by IRCC.

How to apply for a work permit

Before you receive a work permit, you must first complete your biometrics and your Immigration Medical Exam (IME).

If you are making your refugee claim through the IRCC website, you will be asked if you would like a work permit. If you do, simply select “Yes” to apply. You do not have to pay for the permit while you are waiting for your refugee claim to be decided.

If you didn't apply for a work permit when you completed your refugee claim forms, you can apply later with a [work permit application form](#).

Good to know...

Make sure that IRCC has your correct address. You don't want to miss your work permit when it is mailed to you!

Renew your work permit

Work permits are valid for two years. It is important to apply to [renew your work permit](#) before it expires. You will need to continue to renew your work permit until you become a permanent resident.

Tip

If you want to check on the status of your work permit application, you can either check on the [IRCC application status tracker](#) or call the IRCC Client Support Centre at 1-888-242-2100.

Good to know...

You do not have to pay to renew your work permit application, unless you have received a negative decision on your refugee claim.

You should apply to renew your work permit at least 2-3 months before your current work permit expires.

If you have not received your new work permit by the time your old one expires, you can still work. Show your employer evidence that you have applied to renew your application.

Source Reference: <https://myrefugeeclaim.ca/>

Online Extension: <https://myrefugeeclaim.ca/en/guide/start-your-refugee-claim/4-9-work-permit/>

CLB 5 Reading Assessment Task Handout

CLB 5



Reading

CLB 5-IV. Comprehending Information

Understanding Information about Work Permits

Criteria: Identify purpose of the text (#1); Identify main ideas (#4); Identify important details (#2, 7, 8); Identify organization of text (#6, 9, 10); Guess the meaning of unknown words and phrases (#3, 5)

Name: _____

Date: _____

Instructions: Read the information and answer the questions.

1. What is the main purpose of this text? (*Identifies purpose*)
 - a. To give legal advice about refugee claims
 - b. To share important information about how to apply for and renew a work permit
 - c. To give information about Canadian citizenship

2. What 2 things must you do before receiving a work permit? (*Identifies details*)

3. What does "biometrics" means in this sentence? (*Guesses meaning of unknown words and phrases*)

"Before you receive a work permit, you must first complete your biometrics..."

 - a. Fingerprints and photo
 - b. A school test
 - c. A travel document

4. What is one reason you should make sure IRCC has your correct address? (*Identifies main ideas*)
 - a. So they can send you job offers
 - b. So you can receive your work permit in the mail
 - c. So you can get your Canadian passport

5. What do you think the word "expires" means in this sentence? (*Guesses meaning of unknown words and phrases*)

"You should apply to extend your work permit at least 2 – 3 months before your current work permit expires."

 - a. ends
 - b. begins
 - c. is lost

6. Where in the text can you find information about what to do if your work permit is about to expire? *(Identifies organization of text)*

- a. In the section titled “How to apply for a work permit”
- b. In the first sentence of the text
- c. In the section titled “Renew your work permit”

7. What are 2 ways you can check your application status? *(Identifies details)*

8. When should you apply to extend your work permit? *(Identify details)*

- a. 1 week before it expires
- b. 2–3 months before it expires
- c. After it expires

9. What is the purpose of the “Good to know...” boxes? *(Identifies organization of text)*

- a. To give helpful reminders or extra tips
- b. To list government phone numbers
- c. To summarize the text

10. Why do you think the author included subheadings? *(Identifies organization of text)*

- a. To make the text longer
- b. To add more decoration
- c. To help readers find information easily

Learner Self-Assessment of Task Criteria

I can understand the purpose of the text.	<input type="checkbox"/>
I can guess the meaning of words and phrases from the context.	<input type="checkbox"/>
I can identify main ideas and supporting details.	<input type="checkbox"/>
I can understand most of the information in the text.	<input type="checkbox"/>
I can find the information by scanning the text.	<input type="checkbox"/>

CLB 6 Reading Assessment Task Handout

CLB 6

Assessment Task: Read Information about Work Permits

Work permit

For you to be allowed to legally work in Canada, you must get a work permit from the federal government. This lets you work in Canada with certain conditions.

Work permits are managed by IRCC.

How to apply for a work permit

Before you receive a work permit, you must first complete your biometrics and your Immigration Medical Exam (IME).

If you are making your refugee claim through the IRCC portal, you are asked if you would like a work permit. If you do, simply select “Yes” to apply. You do not have to pay for the permit while you are waiting for your refugee claim to be decided.

Your work permit will be sent to the mailing address that you entered in the IRCC portal. The timeline to receive your work permit depends on the current processing time.

In some cases, when you start your refugee claim at a Port of Entry and complete paper forms with a CBSA Officer you can request a work permit.

If you didn't apply for a work permit when you completed your refugee claim forms, you can apply later with a [work permit application form](#).

Good to know...

Make sure that IRCC has your correct address. You don't want to miss your work permit when it is mailed to you!

Renew your work permit

Work permits are valid for two years. It is important to apply to [renew your work permit](#) before it expires. You will need to continue to renew your work permit until you become a permanent resident.

Tip

If you want to check on the status of your work permit application, you can either check on the [IRCC application status tracker](#) or call the IRCC Client Support Centre at 1-888-242-2100.

Good to know...

You do not have to pay to renew your work permit application, unless you have received a negative decision on your refugee claim.

You should apply to extend your work permit at least 2-3 months before your current work permit expires.

If you have not received your new work permit by the time your old one expires, you can still work. Show your employer evidence that you have applied to renew your application.

Source Reference: <https://myrefugeeclaim.ca/>

Online Extension: <https://myrefugeeclaim.ca/en/guide/start-your-refugee-claim/4-9-work-permit/>

CLB 6 Reading Assessment Task Handout

CLB 6



Reading CLB 6-IV. Comprehending Information Understanding Information about Work Permits

Criteria: Identify purpose of the text (#1); Identify key details (#2,4, 5, 8); Identify organization of text (#7, 9, 10); Guess the meaning of unknown words and phrases (#3, 6); Compare facts to make choices (#11, 12)

Name: _____

Date: _____

Instructions: Read the text and answer the questions.

1. What is the main purpose of this text? (*Identifies purpose*)

- a. To give legal advice about refugee claims
- b. To explain how to get, renew, and check the status of a work permit
- c. To compare different types of Canadian immigration programs

2. Why do you need a work permit in Canada? (*Identifies key details*)

- a. To get permission to work in Canada unconditionally
- b. To apply for permanent residence in Canada
- c. To allow you to legally work in Canada under specific conditions

3. What does "biometrics" means in this sentence? (*Guesses meaning of unknown words and phrases*)

"Before you receive a work permit, you must first complete your biometrics..."

- a. Fingerprints and photo
- b. A school test
- c. A travel document

4. What 2 things must you do before receiving a work permit? (*Identifies details*)

5. In what situation do you NOT have to pay for a work permit? (*Identifies details*)

- a. When applying from outside Canada
- b. While waiting for a refugee claim decision
- c. When changing jobs

6. What do you think the word "expires" means in this sentence? (*Guesses meaning of unknown words and phrases*)

"You should apply to extend your work permit at least 2 – 3 months before your current work permit expires..."

- a. ends
- b. begins
- c. is lost

7. Where in the text can you find information about what to do if your work permit is about to expire? (*Identifies organization of text*)

- a. In the section titled “How to apply for a work permit”
- b. In the first sentence of the text
- c. In the section titled “Renew your work permit”

8. What are 2 ways you can check your application status? (*Identifies details*)

9. What is the purpose of the “Good to know...” boxes? (*Identifies organization of text*)

- a. To give helpful reminders or extra tips
- b. To list government phone numbers
- c. To summarize the text

10. How do subheadings help the reader navigate the document? (*Identifies organization of text*)

- a. They make the text longer.
- b. They divide the text into smaller, easy-to-read parts.
- c. They give definitions of new words.

11. You are making a refugee claim and want to work in Canada. Based on the information, which option lets you apply for a work permit the easiest way? (*Compares facts to make choices*)

- a. Say “Yes” when asked in the IRCC portal if you want a work permit.
- b. Wait for your refugee claim to be accepted before applying.
- c. Visit a Port of Entry and ask for a work permit.

12. Read about two people who are applying for work permits and answer the question. (*Compares facts to make choices*)

- Ahmed applied for refugee status at a Port of Entry with paper forms.
- Sara applied through the IRCC online portal and selected “No” for the work permit.

Who needs to apply separately for a work permit later?

- a. Ahmed
- b. Sara
- c. Both Ahmed and Sara

Learner Self-Assessment of Task Criteria

Student's Name:

I can understand the purpose of the text.	<input type="checkbox"/>
I can guess the meaning of words and phrases from the context.	<input type="checkbox"/>
I can identify main ideas and supporting details.	<input type="checkbox"/>
I can summarize the information in the text.	<input type="checkbox"/>
I can distinguish facts from opinions and make decisions based on my understanding.	<input type="checkbox"/>

Answer Key

Activity 4: Guessthe Meaning of Unknown Words/Phrases

- | | | | |
|------|------|------|-------|
| 1. b | 4. a | 7. c | 10. b |
| 2. b | 5. b | 8. a | |
| 3. c | 6. c | 9. c | |

Activity 5: Identify Main Ideas and Key Details

- | | |
|--|---|
| 1. b | 5. b |
| 2. c | 6. Use the IRCC Webform and select "Change of Contact Information." |
| 3. It is required to work legally in Canada. | 7. False |
| 4. Decision on eligibility, immigration medical exam, biometrics | 8. True |
| | 9. True |

Activity 6: Compare facts to make choices

1. a
2. b
3. A work permit gives permission to work in Canada; a SIN is used for taxes and getting paid.
4. Getting a work permit, because it requires biometrics, a medical exam, and eligibility approval.
5. You might not receive your work permit in the mail.

CLB 5 Assessment Task

- | | |
|--|--|
| 1. b | 6. c |
| 2. Complete your biometrics and Immigration Medical Exam (IME) | 7. Check on the IRCC status application tracker or call the Client Support Centre at 1- 888-242-2100 |
| 3. a | 8. b |
| 4. b | 9. a |
| 5. a | 10. c |

CLB 6 Assessment Task

- | | |
|--|--|
| 1. b | 8. Check on the IRCC status application tracker or call the Client Support Centre at 1- 888-242-2100 |
| 2. c | 9. a |
| 3. a | 10. b |
| 4. Complete your biometrics and Immigration Medical Exam (IME) | 11. a |
| 5. b | 12. b |
| 6. a | |
| 7. c | |