



Community
Employment
Services

HOW TO SEARCH RESUME SKILL SETS ONLINE (NOC CODES)

HOW TO SEARCH FOR A RESUME SKILL SET (NOC CODE) ONLINE

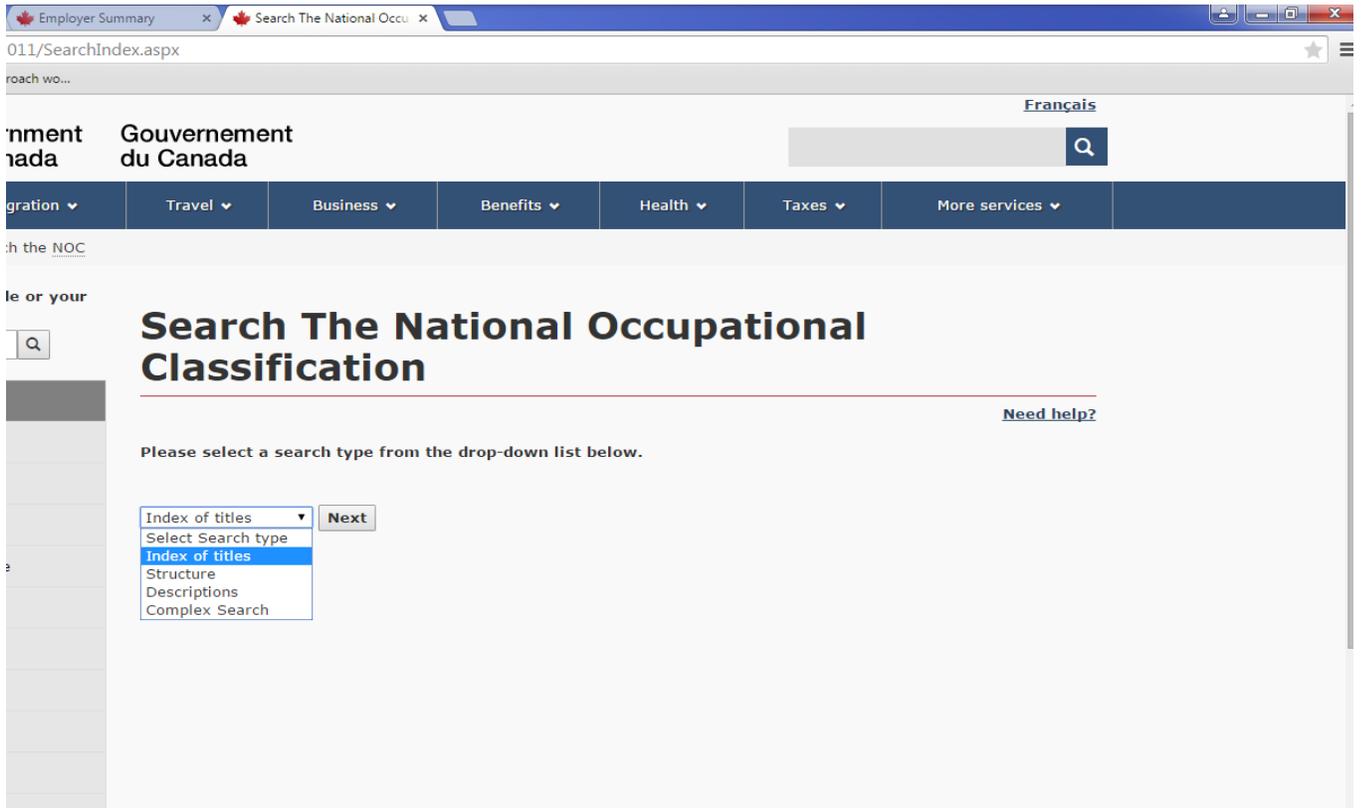
1. Go to the website: <http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/Welcome.aspx>

The screenshot shows the homepage of the National Occupational Classification (NOC) 2011 website. The browser address bar displays the URL: www5.hrsdc.gc.ca/NOC/English/NOC/2011/Welcome.aspx. The page features the Government of Canada logo and a navigation menu with categories like Jobs, Immigration, Travel, Business, Benefits, Health, Taxes, and More services. A search bar is located in the top right corner. The main content area is titled "Welcome to the National Occupational Classification 2011". On the left side, there is a sidebar with a search box and a list of navigation links: "Welcome to NOC", "About the NOC", "New @ NOC", "Occupational Structure", "Matrix", "Tutorial", "Career Handbook", "FAQ", "Ask Us", "Related Sites", "NOC Code List", and "Job Bank". The main content area includes a heading "Welcome to the National Occupational Classification 2011" and a sub-heading "The NOC 2006 Website is available here." Below this, there is a paragraph explaining the NOC 2011 and a list of links for more information, including "Foreword", "Preface", "Acknowledgements", "Introduction", "Concordance Tables", "NOC 2011 Occupational Structure", "NOC 2011 Occupational Descriptions", and "NOC 2011 printable version".

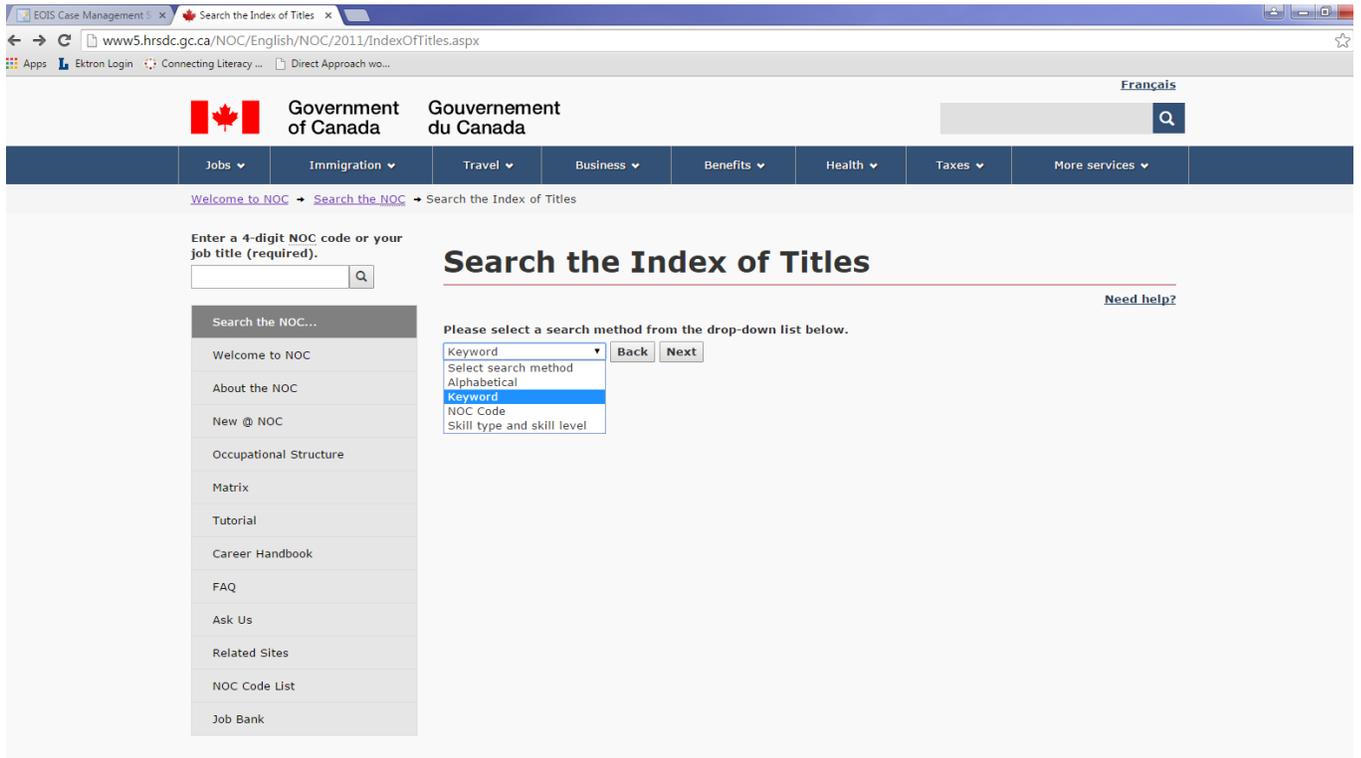
2. Click on **Search the NOC** at the top, left hand side of the page.

This screenshot is identical to the one above, showing the homepage of the National Occupational Classification (NOC) 2011 website. The browser address bar displays the URL: www5.hrsdc.gc.ca/NOC/English/NOC/2011/Welcome.aspx. The page features the Government of Canada logo and a navigation menu with categories like Jobs, Immigration, Travel, Business, Benefits, Health, Taxes, and More services. A search bar is located in the top right corner. The main content area is titled "Welcome to the National Occupational Classification 2011". On the left side, there is a sidebar with a search box and a list of navigation links: "Search the NOC...", "Welcome to NOC", "About the NOC", "New @ NOC", "Occupational Structure", "Matrix", "Tutorial", "Career Handbook", "FAQ", "Ask Us", "Related Sites", "NOC Code List", and "Job Bank". The main content area includes a heading "Welcome to the National Occupational Classification 2011" and a sub-heading "The NOC 2006 Website is available here." Below this, there is a paragraph explaining the NOC 2011 and a list of links for more information, including "Foreword", "Preface", "Acknowledgements", "Introduction", "Concordance Tables", "NOC 2011 Occupational Structure", "NOC 2011 Occupational Descriptions", and "NOC 2011 printable version".

- Click on the drop down box and select **Index of Titles**. Click the **Next** button.



- Click on the drop down box and select **Keyword**. Click the **Next** button.



5. In the **Keyword(s)** textbox, type in the job title/occupation that you want to search. You may need to try different keyword searches to locate the correct NOC code.

The screenshot shows the 'Index of Titles - Keyword(s)' search page. At the top, there is a navigation menu with categories like Jobs, Immigration, Travel, Business, Benefits, Health, Taxes, and More services. Below the menu, a breadcrumb trail reads: 'Welcome to NOC > Search the NOC > Search the Index of Titles > Keyword(s)'. The main content area features a search form with the instruction 'Enter a 4-digit NOC code or your job title (required)'. A search box is present but empty. To the left of the search box is a vertical menu titled 'Search the NOC...' with options: Welcome to NOC, About the NOC, New @ NOC, Occupational Structure, Matrix, Tutorial, Career Handbook, FAQ, Ask Us, Related Sites, NOC Code List, and Job Bank. To the right of the search box, the page title 'Index of Titles - Keyword(s)' is displayed. Below the title, there is a 'Need help?' link. The search form includes a 'Keyword(s)' field, a 'Choose a search operator' section with radio buttons for 'And' and 'Or', an 'Indicate the Search Precision' section with radio buttons for 'Like', 'Exact', 'Begins with', and 'Ends with', an 'Exclude' field, a 'Sort results by:' section with radio buttons for 'Alphabetical', 'NOC Code', and 'Unit Group Title', and a 'Sort order by:' section with radio buttons for 'Ascending' and 'Descending'. A 'Search' button is located at the bottom right of the form. At the very bottom of the page, there is a footer with links for 'Contact information', 'Government', 'Transparency', and 'Feedback'.

6. Example: To search the NOC code website for information about Landscaping, type the word 'Landscape' in the **Keyword(s)** textbox. Click on the **Search** button at the bottom of the page.

This screenshot is identical to the one above, but with the word 'landscape' entered into the 'Keyword(s)' search box. The rest of the page layout, including the navigation menu, breadcrumb trail, search instructions, and various form options, remains the same. The 'Search' button is still visible at the bottom right of the form area.

7. You will see a list of 4 digit NOC codes attached to a job title. Underneath the job title, there will also be some related job titles. Click on the appropriate job title.

The screenshot shows the Government of Canada website's search results page for the keyword "landscape". The page is titled "Index of Titles - Search by Keyword(s) - Results". On the left, there is a search input field with the placeholder text "Enter a 4-digit NOC code or your job title (required)." and a search button. Below the input field is a navigation menu with options like "Search the NOC...", "Welcome to NOC", "About the NOC", "New @ NOC", "Occupational Structure", "Matrix", "Tutorial", "Career Handbook", "FAQ", "Ask Us", and "Related Sites". The main content area displays the following results:

Results received for Keyword Search "landscape"
Total Unit Group Titles: 6
Total Job Titles: 28

- [2152 Landscape architects](#)
architect, landscape
- [2225 Landscape and horticulture technicians and specialists](#)
gardener, landscape
- [8612 Landscaping and grounds maintenance labourers](#)
gardening helper, landscape
helper, landscape gardener
helper, landscape gardening
labourer, landscape
- [2152 Landscape architects](#)
landscape architect
- [2225 Landscape and horticulture technicians and specialists](#)
landscape architectural technician
landscape architectural technologist
- [0212 Architecture and science managers](#)

8. Click on the 8612 Landscaping and grounds maintenance labourers NOC code. Clicking on this job title will bring up a page that lists example duties performed in a landscape and grounds maintenance labourer role. These duties can help guide you in developing content to describe experience and skills in landscaping on your resume.

The screenshot shows the profile page for the NOC code 8612, "Landscaping and grounds maintenance labourers". The page is titled "Unit Group" and contains the following information:

Tutorial
Career Handbook
FAQ
Ask Us
Related Sites
NOC Code List
Job Bank

cemetery labourer
gardening helper
golf course worker
grass cutter
grounds maintenance worker
landscape labourer
maintenance worker, parks
park maintenance labourer
sod layer
transplanter - landscape maintenance

[View all titles](#)

Main duties

Landscaping and grounds maintenance labourers perform some or all of the following duties:

- Spread top soil, lay sod, plant flowers, grass, shrubs and trees and perform other duties to assist with the construction of a landscape and related structures
- Cut grass, rake, fertilize and water lawns, weed gardens, prune shrubs and trees and perform other maintenance duties as directed by supervisor
- Maintain lawns and grass along roadsides
- Operate and maintain power mowers, tractors, chain saws, electric clippers, sod cutters, pruning saws, snowblowers and other landscape maintenance equipment
- Spray and dust trees, shrubs, lawns and gardens, as directed, to control insects and disease
- Perform other manual duties to clean and maintain landscaped environments.

Employment requirements

- Some secondary school education may be required.
- A provincial licence to apply chemical fertilizers, fungicides, herbicides and pesticides may be required.

Additional information

- Progression to technical or supervisory occupations in landscaping and horticulture is possible with additional training or experience.