

There are a variety of activities and tools used in our school which assist students in making responsible choices for their future. Many students have a very difficult time determining what their aspirations are, and many change their mind several times during their senior years, and even in university. Through the years, students are encouraged to investigate any interests they may have, and seek out information with the aid of parents, teachers, acquaintances in the business field, and the guidance counsellor. The best way to make responsible choices is to be informed of the options available. It is very important to take the time with each child to talk about future training and to determine possible career goals.

Information is available for every academic institution, whether in MB, CN or elsewhere. Also there are many sites on the Internet that have college and future career information. Students can actually visit large institutions, or go places and gather program info or career information. Some don't think of it, but human resource offices (formerly "employment centers") throughout the province may be helpful to students. The guidance office receives information throughout the year, unfortunately, we can not possibly receive information from each institution. Students must take the initiative to access information. The guidance counsellor is able to set up appointments with students and parents at their request any time during their high school years to assist them in this important process.

If students get actual hands on experience they can better determine if "it's the job for them" Which is why we really encourage job shadowing and Internship placements.

Planning for the Future:

Grade 8 Some activities such as Be Real Game and intro to Career Cruising program on computer

Grade 9 Career Prep course - called Life Work Exploration 10G

In senior one students may :

- Create personal lists of skills, values, awards, and interests using electronic and manual questionnaires
- Students develop their first resume, cover letter, and they take part mock interviews
- Students utilize career cruising and create an electronic portfolio on the site.
- They are also introduced to the Employability Skills Portfolio, and for grade 9 they create a career resource portfolio as a final project which will lead into the employability portfolio in grade 10
- Students are encouraged to attend a variety of presentations; and guest speakers from the business world are brought in to the school.
- Take part in “Take our Kids to Work” - National program where students go to work for one day.
- Complete course selections to be sure they will be taking what may be required for them as a prerequisite for College or University programs.
- Do career research projects - students will be required to investigate approximately 3 or 4 possible post-secondary training programs- seeking information such as program pre-requisites, educational plan, and potential cost etc. Students are made aware of how to obtain available information, and learn where other information may be found. (they regularly use career cruising and are exposed to university websites to gather info.) Students do a “career fair” as one of their final projects.
- **In Grade 10** Students in our school have a job-shadowing opportunity. Students attend a work site for a minimum of 2 days. They gain exposure to the type of employment they have a particular interest in; here students seek information on the training required and information about other potential occupations in a given field.
- To complement this opportunity, students also take Starting Your Own Business. This year we are taking part in a program supported by Junior Achievement - called “The Company.” The class learns about business management, entrepreneurship, and marketing by establishing a real business and selling products in attempt to earn profit.
- As a final product students must develop their own business plan.

Senior three and four, students may:

- attend University of Manitoba Information Days
- attend the SCCA Post-Secondary Symposium
- be informed of opportunities to attend University of Winnipeg, Brandon, ACC, and RCC open houses.
- be encouraged to update their resume, improve their final portfolio projects, and do mock interviews
- at school or workshops they attend sessions where recruitment personnel from major institutions, military, and private vocational institutions are brought in to present information to students
- have the Career and Technology Studies Internship option available to them to get a more in depth on the job experience
- participate in Course Selections and planning sessions

Senior Four:

Post-Secondary Planning,

- presentations regarding Post-secondary study, and introduced to the pre-requisites for the Manitoba Colleges and Universities.
- students are encouraged to meet with the guidance counsellor to prepare applications.
- students must order out-of -province materials and applications if it is not available on line
- informed when new information from universities is available, or when new scholarships become available.
- Invitations to University Open- Houses for Honour Roll students
- students will be shown where to find information on the Internet, such as scholarship information, University Calendars and applications, as well as job search techniques and training opportunities.
- fill out scholarship application forms if they suit the criteria, and are encouraged to meet a deadlines. (They must learn the pre-event planning i.e. securing transcripts, getting reference letters, allowing time for editing of their written work, and allowing for postage, etc.)
- students are assisted with resume writing, cover letters, and applications.
- students in Career and Technology Studies, and all grade 12 students will compile an Employability Skills Portfolio.
- PARENT Involvement in the student's future planning is encouraged.

Career Development Portfolio musts:

Edit all work in Portfolio!!!!

- Intro Letter : for portfolio – previous exp. Current interests – future plans etc
- -- last thing of port --**Career Reflection** - Reflection of growth – related to career exp (somewhat like parents day ?)
- Autobiography
- Employability ;;
 - Resume Final Project
 - Job search cover letter
 - Calling cards
 - Brochure – be prepared for work/

Career Exploration write-ups - 3

Career Planning Resources -- Include

- Interview Skills – DP
 - Info Sheet
 - Practice Questions sheet
 - Writing resumes etc
 - Job search methods
 - Etc.

Displays: others???

Certificates/ interests/ academics/ technology – personal input ie.

Pics, training, academic, etc.

Divider Pages