

Career Planning With Teens

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A Guide For Parents, Guardians,
and Counsellors

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Prince Albert Catholic Schools
A Caring Faith Community Sharing in the Teaching Mission of Jesus

Career Planning With Teens

A GUIDE FOR PARENTS, GUARDIANS, AND COUNSELLORS

TABLE OF CONTENTS

PREFACE	4
ACKNOWLEDGEMENTS	4
INTRODUCTION	5
WHAT IS CAREER PLANNING?	5
WHAT ARE THE HIGH FIVE MESSAGES OF CAREER PLANNING?	5
Message #1: Follow Your Heart.	6
Message #2: Access Your Allies.	6
Message #3: Change is Constant.....	6
Message #4: Learning is Lifelong.	6
Message #5: Focus on the Journey.....	7
THE CAREER PLANNING PROCESS	8
Step 1: Knowing Yourself.....	8
Step 2: Exploring Possibilities	11
Step 3: Choosing A Direction	16
Step 4: Pursuing Goals	17
CAREER PLANNING AND SKILLS DEVELOPMENT	22
a) Essential Skills	22
b) Employability Skills	22
CAREER PLANNING AND THE BLUEPRINT FOR LIFE	24
CAREER PLANNING AND THE CAREER PORTFOLIO	26
SUMMING UP: THE ROLE OF THE PARENT	28
a) Talk to Your Teens . . . so They can Follow Their Heart	28
b) Seek Assistance . . . by Accessing Your Allies	28
c) Stay Current . . . because Change is Constant	28
d) Promote Learning . . . because Learning is Lifelong.....	29
e) Be Organized . . . so They can Focus on the Journey.....	29
REFERENCES	30

WORKSHEETS

WHAT IS YOUR PREFERRED FUTURE?	31
SELF-ASSESSMENT	32
VOLUNTEER CONTACT LIST	33
RESEARCH: INFORMATION INTERVIEW QUESTIONNAIRE.....	34
NETWORKING CONTACT SHEET	36
MAKING CHOICES	37
SECONDARY COURSES AND CREDITS REQUIREMENTS	39
FRENCH IMMERSION COURSES AND CREDITS REQUIREMENTS.....	41
GOAL: PROGRAM INFORMATION	43
TO DO LIST	45
BUDGET	47
FINANCING THE GOAL.....	48
STUDENT INFORMATION FOR REFERENCE	49

APPENDICES

SELF-ASSESSMENT	51
VOLUNTEER WORK	52
RESUMES, APPLICATION FORMS, INTERVIEWS AND PORTFOLIOS ...	53
JOB PATHWAY	54
THE LABOUR MARKET AND OCCUPATION	58
POST-SECONDARY EDUCATION PATHWAY.....	60
COOPERATIVE PROGRAM PATHWAY	64
APPRENTICESHIP PATHWAY	66
ENTREPRENEURSHIP PATHWAY.....	68
COMPLETING HIGH SCHOOL	71
SCHOLARSHIPS AND AWARDS.....	73

FINANCES 77

ABORIGINAL RESOURCES 81

DISABILITIES RESOURCES..... 89

FRENCH RESOURCES..... 96

ESSENTIAL AND EMPLOYABILITY SKILLS & BLUEPRINT FOR LIFE ... 97

AGENCIES 99

EMPLOYABILITY SKILLS 2000⁺ 103

BLUEPRINT FOR LIFE/WORK DESIGNS 105

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PREFACE

Career Planning With Teens: A Guide for Parents, Guardians and Counsellors has been adapted, with permission, from *Career Coaching Your Teens: A Guide for Parents* produced by Alberta Employment and Immigration (Alberta Learning Information Service Career Resources www.alis.alberta.ca), *A Career Development Resource for Parents: Helping Parents Explore the Role of Coach and Ally* produced by the Canada Career Information Partnership (Canadian Career Development Foundation www.ccdf.ca) and *Lasting Gifts Workshop Series Becoming a Career Development Ally for Your Teen Facilitator Guide* written by Lynne Bezanson and Sareena Hopkins and produced by the Canadian Career Development Foundation (www.ccdf.ca). *Career Planning With Teens: A Guide for Parents, Guardians and Counsellors* has been adapted for Saskatchewan residents and includes Saskatchewan specific resources.

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INTRODUCTION

As a parent, you play an important role in supporting your teens with encouragement and information as they begin their career and life journeys; in fact, research has shown that when teens are in the midst of choosing a career path, it is their parents who have the greatest influence.

This guide was developed to help parents to support their teens as they explore their career options and make decisions for their future. It provides practical ideas and resources which can be used in your role as a parent, a coach and an ally.

WHAT IS CAREER PLANNING?

Before one can begin to discuss career planning, one must understand the term career. A career is a combination of one's life experiences, including one's work role, family role, community role, as well as one's learning and leisure experiences.

Career planning with your teens is about helping them to develop their roles and to use their experiences to create the life they want to live. Also, since their roles and their experiences are forever changing, it is important to understand that career planning is a very dynamic process. As your teens journey through life, they will continue to evaluate and adjust their career plans in response to external factors such as changes in the workplace, and internal factors such as a shift in interests or a change in life circumstances.

WHAT ARE THE HIGH FIVE MESSAGES OF CAREER PLANNING?

The High Five messages were developed by career planning experts as a foundation for successful career and life planning. It is important to remember these messages as you assist your teens to develop their work, family and community roles and to use their experiences to create the life they want to live.

Message #1: Follow Your Heart.

People are happiest and do their best when doing what they love. As well, pursuing dreams provides motivation, direction and helps to clarify what is really important to people. Let your teens dream. Let their dreams shape their goals. Let them use the energy their dreams give them to learn the skills and take the risks needed to make their dreams, or any part of them, a reality.

Message #2: Access Your Allies.

As you navigate the process of connecting with your teens and understanding career planning and its challenges, you will quickly realize you cannot do everything alone. It is important to find allies for yourself, as much as for your teens. Allies come in many different forms; some will be with you for a long time and others will help with a specific situation. However long they are in your life, it is important that you know who you can turn to for support. Remember to involve people who play a major role in your teens' life, such as family, neighbours, coaches, teachers, or friends. You can also find helpful people at local employment and career centres in your community. Also, remember that while it is important for you to build networks of allies, it is important for you to be part of the network of others.

Message #3: Change is Constant.

Both in work and in life, change is a constant force. Change can also create opportunities. Being flexible, versatile and adaptable can harness the power of change to build career success.

Message #4: Learning is Lifelong.

Learning is a continuous life process. Learning, skills development and work are intertwined activities that your teens will engage in as a continuous cycle of career building experiences.

Message #5: Focus on the Journey.

Life is a journey of experiences with destinations or goals as stopping points along the way. Career building requires attention to goals and to all that occurs on the journey toward these goals. As your teens continue their career journeys, they may achieve their original goals, or revise them and set new goals.

It is important to note how the workplace has changed and that these High Five messages no longer reflect the traditional messages of career planning from years ago.

TRADITIONAL MESSAGES	LASTING GIFT MESSAGES
<p>Freedom 55</p> <p>Change is inevitable BUT secure jobs are still there. Go where there is a proven track record, stick with it. There will be reward at the end of the day!</p>	<p>Change is Constant</p> <p>Security will come from your ability to anticipate change, make changes, manage changes and be resilient.</p>
<p>Follow the Hot Jobs</p> <p>Find out where the growth sectors are and get in!</p>	<p>Follow Your Heart</p> <p>The job is not hot if the spirit is not!</p>
<p>Focus on the Destination</p> <p>Know what you want and where you are going.</p>	<p>Focus on the Journey</p> <p>Know what you want but don't be too sure. Be open to changing your mind.</p>
<p>Be Independent</p> <p>The way to success is to learn to write your own ticket. You will be on your own and have to make it on your own.</p>	<p>Access Your Allies</p> <p>You will progress as much by who you know and who you are, as by what you know.</p>
<p>Make Up Your Mind</p> <p>Learn while you're in school- then you can relax! Get a degree and you are on your way. Typical question is: "What did you learn?"</p>	<p>Learning is Lifelong</p> <p>Learning is everywhere. We acquire at least as much from informal learning as from formal. Learning can be spelled L/Earning. Typical question is "What are you learning?"</p>

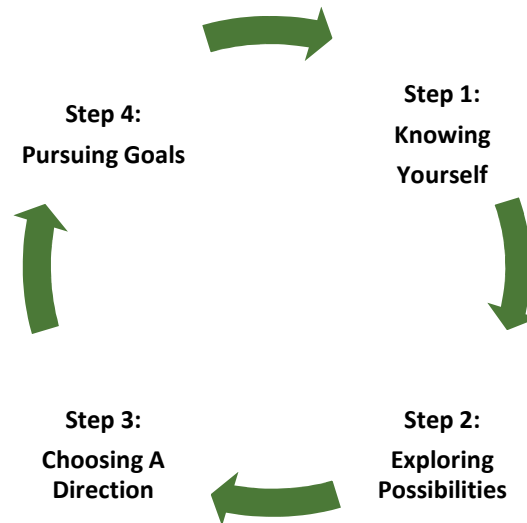
(Material adapted from *Lasting Gifts Workshop Series: Becoming a Career Development Ally for Your Teen – Facilitator Guide*)

What Can A Parent Do?

- Talk to your teens about each High Five message and its importance in career planning.
- Talk to your teens about times in your own life when the High Five messages were important to you.

THE CAREER PLANNING PROCESS

Career planning is a lifelong journey. As your teens journey through life, their workplaces, interests, and attitudes will change forcing them to evaluate and adjust their career plans accordingly. For this reason, it is important to become familiar with the steps involved in the career planning process to not only use it now, but also in the future. It is also important to remember the High 5 messages as your teens advance through these steps.



Step 1: Knowing Yourself

In this step, your teens gather information about themselves. The purpose is to “tune in” and identify their interests, values, beliefs, personality, skills, strengths, learning styles

and preferred lifestyle. This is an important exercise since people who choose occupations that match their interests, values and skills tend to enjoy their work. They also tend to achieve their career and personal goals.

a) Preferred Future

An important activity that instills self-knowledge is having your teens determine their preferred future. We all have a vision, a sense in ourselves and of the future we are hoping for and anticipating. For all of us, our preferred future is about what matters to us, what we value, what brings us joy and satisfaction, and what we are striving towards. It involves the relationships we hope to have, the lifestyle activities we hope to enjoy, and the meaningful work we hope to do.

What Can A Parent Do?

- Ask positive, focused questions that will help them examine their dreams. What do you see when you picture your life a few years from now? Have you ever watched someone work and thought, “That’s my dream job?” Is there something you’ve always wanted to do but were afraid to try?
- Encourage your teens to discuss their “preferred activities”. Ask your teens what they love about their favorite activities.
- Talk about how your values, interests, skills and personality link to your work.
- Put reality on hold and have your teens engage in dream talk. Complete

Worksheet A: What is Your Preferred Future?

b) Self-Assessment

One way for teens to gather information about themselves is by using self-assessment inventories. While most schools have a subscription to career development software that includes self-assessment tests, there are also numerous websites available on the Internet.

After completing these various self-assessment quizzes, teens may be forced to contemplate different aspects about themselves. As well, a common thread of matching occupations may be generated. While one may question the validity of the computer-generated results, at least the questions are thought-provoking and teens are forced to analyze different facets of their personality.

What Can a Parent Do?

- Encourage teens to use the assessment tools available within the career planning software available at their school, or by visiting numerous self-assessment Websites and complete the quizzes. Use **Appendix A: Self-Assessment**. A print out of the quizzes may also be added to their career portfolios. If teens do use Internet Websites, remind them of the hazards of identity theft and not to provide personal information for online registrations.
- Encourage teens to summarize the results of the quizzes and complete **Worksheet B: Self-Assessment** for a quick reference. As well, review with your teens how the assessment data compares to their vision of their preferred future. How are these bricks helpful in building their preferred future?
- If a quiz generates matching occupations, remind your teens to review all of the possible proposed occupations and to focus on the patterns that emerge, such as similar occupations, similar interests and similar abilities. As well, remind your teens that it is a computer-generated list and more factors need to be considered to produce a more accurate assessment of the complex people they are.
- Review the results to determine if there are any skills or abilities that are lacking or are weak. Consider the skills, attitudes and strengths of your teens, as well as learning needs that may become evident. A role of parents is also finding ways to help teens acquire skills and strengths they do not yet have. Encourage risk-taking and growth by sharing concrete examples of learning that was once difficult or intimidating for you.
- Ask questions that will help your teens identify their likes and dislikes and what is important to them. Ask positive, focused questions that will help them examine

their preferences, talents and abilities and begin to see patterns and possibilities: What's your favorite subject at school? Why? What did you like about working on _____? What was challenging?

- Notice how teens spend their time. Is your son or daughter studious? Athletic? Involved in student politics? In a band? Talk about how such interests might fit into their career plans.
- Have teens share their pride stories. Take notes of their strengths and interests.
- Talk about values, interests, skills, personality, multiple intelligence and constraints and how they are connected to meaningful work.
- If your teen has a disability, ensure that a diagnosis and a psycho-educational assessment are completed when your teen begins high school. This assessment can include learning support recommendations for high school and post secondary teachers (scribed exams, additional exam time, smaller course loads, . . .)

Step 2: Exploring Possibilities

Armed with the information gathered about your teens and their dreams, the next step is generating a list of career options for them. Your teens can explore possibilities in various ways.

a) Volunteer Work

Many students do volunteer work to fulfill a requirement for a particular class in school, to give of themselves while making a difference in the world, or to be included in a resume, as well as on résumés, applications for jobs, awards and scholarships. Volunteering is another opportunity to learn new skills, as well as having new experiences associated with travel. More importantly, volunteering allows your teens to experience different types of work, which in the process, may assist them in discovering work that they may enjoy, or may not enjoy. Volunteering also allows your teens to meet new people and expand their network.

What Can a Parent Do?

- Parents can assist their teens in finding suitable volunteer experiences by helping them locate the contact numbers for various schools, churches, hospitals, service clubs, and local non-profit organizations. They may also assist their teens by contacting various family members, friends and neighbours to determine volunteer experiences they would recommend. Another option is for parents to consider volunteering with their teens, or as an entire family.
- Use **Appendix B: Volunteer Work** to obtain information about volunteering opportunities.
- Assist teens in adding information to **Worksheet C: Volunteer Contact List** and encourage them to update the information whenever possible.

b) Summer Job or After-School Job Experience

Many students have summer or part-time jobs so they can earn money and gain work experience. Since a summer job or a part-time job is also your teens' first encounter in the world of work, it is very important that your teens be aware of workplace safety and their rights as workers. They will also experience different working conditions, types of work, learn new skills and expand their network.

What Can a Parent Do?

- Help your teens to prepare for job interviews, complete applications and create resumes. Use the **Appendix C: Resumes, Application Forms, Interviews and Portfolios**.
- Help your teens find a job that will provide meaningful work and an opportunity to explore different types of work. Use **Appendix D: Job Pathway**.
- Discuss how experience in an entry-level job is a “gateway” experience that will allow your teens to explore a sector and develop skills that are transferable to other jobs within the sector.
- Aboriginal teens may find useful information at the Websites listed in **Appendix M: Aboriginal Resources**.

- Teens with disabilities may find useful information at the Websites listed in **Appendix N: Disabilities Resources.**
- French-speaking teens may find useful information at the Websites listed in **Appendix O: French Resources.**

c) Research

You may want to begin your research approach to exploring possibilities by first investigating labour market information. This refers to information about the world of work, different types of work and learning opportunities. It also includes labour market trends and forecasts about future employment growth. Parents are encouraged to be active trend spotters to broaden the scope of opportunity they can present to their teens. Some current trends are listed below:

<p>Social and Demographic Trends</p>	<ol style="list-style-type: none"> 1. Fewer nuclear families, more single and “blended” families; more youth staying at home longer. Results – growth in condominiums, consumer goods for smaller households, basement renovations; 2. Aging population. Results – increased demand for financial services, tourism, “soft” adventure, elder care; 3. Harried two income families. Results – growth in personal services, travelling supper services, leisure activities, stress management education;
<p>Technology Trends</p>	<ol style="list-style-type: none"> 1. Information technology explosion. Results – E-commerce boom, shopping on-line, computer skills required for most work, social networking sites; 2. Automation of repetitive manual or service tasks. Result – workers valued for knowledge and problem-solving ability;
<p>Global Market Place Trends</p>	<ol style="list-style-type: none"> 1. Advancements in technology and communication have allowed a global sharing of products, services, and ideas. Results – offshoring (business processes relocated to different countries), outsourcing (aspect of business subcontracted outside the company), company mergers and restructurings, more competitive challenges and opportunities as skills are marketable to the entire world; 2. Greater ethnic diversity within companies and communities. Results – more cultural knowledge and sensitivity required, ethnic products and services available;
<p>Environment Trends</p>	<ol style="list-style-type: none"> 1. New technologies for the 4 Rs – reuse, reduce, recycle, recover. Result – research and innovations for environmentally friendly processes and products; 2. Increased emphasis on healthy lifestyles for all ages Result – companies promoting environmentally safe and healthy processes, facilities and products;

(Material adapted from Lasting Gifts Workshop Series: Becoming a Career Development Ally for Your Teen – Facilitator Guide and Guiding Youth: Finding a Career Path and Connecting to Work)

After researching the labour market, it may be beneficial for teens to research an industry sector rather than a specific occupation. A sector is a group of similar occupations that require similar skill sets, values and interests. Sectors have within them multiple occupations and many levels, such as entry, technical, technological, professional, and managerial. This research will provide your teens with various occupations that interest them and then they can research this cluster of occupations in more detail.

SECTOR	OCCUPATIONS
Business	This sector includes accounting, legal, engineering, architectural, advertising, computer systems, and consulting occupations.
Education	This sector includes primary, secondary and post-secondary education as well as private schools, adult training, human resources departments in business and numerous educational support services.
Finance	This sector includes banking, securities, commodities investment, real estate, rental and leasing services.
Government	This sector includes public administration for all levels of government including international.
Health	This sector includes all those primarily involved in diagnosis, treatment, and residential care.
Information Technology	This sector includes computer services, computer and electronic manufacturing and telecommunication.
Service	This sector includes repair, maintenance, security and private household services.

What Can a Parent Do?

- Assist your teens to find current labour market information, employment trends, occupational profiles, and wage and salary information. Use **Appendix E: The Labour Market and Occupations**.

- When teens show an interest in an occupation, broaden the discussion and encourage them to think about the sector. Explain that what a teen loves can be achieved at many levels and through many different styles of working.
- Encourage your teens to be open to new ideas and think about non-traditional occupations, emerging fields, self-employment or apprenticeship.
- Brainstorm the “hidden” occupations involved in a business or creating a product. For example, a furniture factory requires people for accounting, sales, shipping, design, manufacturing, ordering, displays, human resources, publicity etc.
- Parents can help by being research allies, seeking out additional sources of information, checking with their networks and bringing curiosity and questioning to discussions. Parents should also use this opportunity to help their teens develop critical thinking skills about the quality of information available on the Internet.
- Aboriginal teens may find useful information at the Websites listed in ***Appendix M: Aboriginal Resources.***
- Teens with disabilities may find useful information at the Websites listed in ***Appendix N: Disabilities Resources.***
- French-speaking teens may find useful information at the Websites listed in ***Appendix O: French Resources.***

d) Information Interviewing

Information interviewing is a highly effective means of collecting information about a specific field of interest, an occupation or a job. It generally consists of a meeting, preferably face-to-face, with someone who represents a field of interest or is actually doing a job that their teen wants to learn more about. Information interviewing is not only relevant to your teens’ specific needs because they choose who to interview and what questions to ask, but it also has many other benefits:

- a) Information interviewing gives first-hand information and a realistic insider-view of the field. Teens can learn about factors that never appear in print sources (such as

the disadvantages and frustrations of a particular field). If the interview is at a work site (preferred), the work environment can be directly observed;

- b) Information interviewing helps to build connections and networks which may be helpful in the future. The person interviewed may give referrals to others in the field. This will enlarge your network to include others who may be helpful;
- c) Information interviewing is an opportunity to practice interpersonal skills and build confidence without the stress of a job interview;
- d) Information interviewing is a chance to hear how others have developed their career paths. Teens gain a personal perspective and learn important, often neglected information such as, what type of personality is most successful in this kind of work; what “values” drive the work; what are the rewards.

What Can a Parent Do?

- Offer to use your network of friends, family, co-workers and neighbours to find someone (or someone who knows someone) working in that occupation. Since teens often have difficulty initiating conversations with strangers, offer to assist them with setting up the first contact.
- Encourage your teens to use **Worksheet D: Research: Information Interview Questionnaire** or to generate their own questions so that they are prepared for the interview.
- Encourage your teens to use **Worksheet E: Network Contact List** and to continually update it.

Step 3: Choosing A Direction

This is a critical step in the career planning process. Armed with self-knowledge, a vision of a preferred future and an opportunity to have explored various occupations, your teens must now make choices about a general career direction. To do this, it is best to review the information your teens have gathered on various occupations and discuss how each occupation fits with what your teens know about themselves and their future lifestyle choices.

What Can a Parent Do?

- Developing a list of pros and cons can help to narrow down the choices. Use **Worksheet F: Making Choices**. Encourage your teens to look at the options again, compare them to their preferred future and then decide which factors are most important.
- Share your own career experience with your teens. Explain how your job has parts that match and parts that do not match your preferences.
- Acknowledge your teens' fears and remind them that career decisions are not carved in stone; they can always be changed later. As well, there are usually many transferable skills and it seldom involves a complete new start.

Step 4: Pursuing Goals

a) The Goal Plan

Once your teens have a goal, they will need a plan to achieve it. Since different occupations or goals require different types of learning, this is also the step where your teens must choose their learning pathway.

- i) **Post-secondary Education Pathway**, such as training at college, university-college, university, technical institutes or private training institutions, involves classroom instruction.
- ii) **Apprenticeship Pathway** involves both classroom and on-the-job paid training which eventually results in a certificate for a specific trade.
- iii) **Cooperative Programs Pathway** involves both classroom and internship experience.
- iv) **Entrepreneurship Pathway** involves being self-employed and usually starting your own business.
- v) **Job Pathway** involves entering the workplace directly and learning on the job.

Once teens have chosen a learning pathway that meets their needs, they can investigate the different types of programs and institutions that are available. This step involves determining the required high school courses, completing application forms, requesting high school transcripts and sometimes, having an interview. Then, if teens are accepted, they must contact the institution and register for classes.

What Can a Parent Do?

- If your teens choose the Post-Secondary Education Pathway, help them to locate their program and information by navigating Websites listed in ***Appendix F: Post-Secondary Education Pathway.***
- If your teens choose the Cooperative Program Pathway, help them to locate their program and information by navigating Websites listed in ***Appendix G: Cooperative Program Pathway.***
- If your teens choose the Apprenticeship Pathway, help them to locate their program and information by navigating Websites listed in ***Appendix H: Apprenticeship Pathway.***
- If your teens choose the Entrepreneurship Pathway, help them to locate information by navigating Websites listed in ***Appendix I: Entrepreneurship Pathway.***
- Verify that your teens have the required courses to complete high school and that these courses fulfill the prerequisite requirements of the program for which they are applying. Use ***Appendix J: Completing High School*** and ***Worksheet G: Course and Credit Requirements for High School*** or ***Worksheet H: French Immersion: Course and Credit Requirements for High School.***
- Encourage teens to organize their program research by completing ***Worksheet I: Goal Program Information.***
- Identify the areas in which your teens will need support and decide what you can do to help. Go with them to information sessions and open houses.
- Since this step may involve a lot of paperwork, break down the requirements into specific, manageable tasks. For each task, set goals and timelines for completion. Use ***Worksheet J: To Do List*** to keep you organized.

- Aboriginal teens may find useful information at the Websites listed in **Appendix M: Aboriginal Resources**.
- Teens with disabilities may find useful information at the Websites listed in **Appendix N: Disabilities Resources**. As well, be sure to have a psycho-educational assessment completed before leaving school, including recommendations for support, such as a scribe, a tutor, special programs, longer time to write exams, smaller course loads, and sign language interpreters. Also check out various post secondary institutes to determine if there are transition programs, equity services or a disabilities office.
- French-speaking teens may find useful information at the Websites listed in **Appendix O: French Resources**.

b) Financing the Goal

There are many ways to pay for teens' education and training. Some involve saving money as your children grow while others include loans, grants, bursaries, and scholarships.

- Registered Education Savings Plans (RESP)** – RESP's are special tax-free savings plans to which the government also contributes.
- Student Loans** – Student loans are usually available for full-time or part-time students. The amount of a student loan is based on financial need. While student loans must be paid back, the loans are interest-free and do not need to be paid back until the student has completed school.
- Grants** – Grants are usually available for full-time or part-time students. The amount of a grant is based on financial need. Usually, a grant does not need to be paid back.
- Bursaries** – Bursaries are usually awarded based on financial need. Usually, a bursary does not need to be paid back.
- Scholarships** – Scholarships are usually awarded based on grades or other achievements.

Some teens also opt to be part-time students and work while going to school. In order to determine if working is necessary, you may want to prepare a budget listing the expected income and expenses.

What Can a Parent Do?

- Use **Worksheet K: Financing the Goal: Creating a Budget** to help you and your teen determine how to finance the post-secondary costs.
- Encourage your teens to use the Websites listed in **Appendix K: Scholarships and Awards** to search for applicable scholarships and awards for which to apply.
- Use the Websites listed in **Appendix L: Finances: Budgets, Student Loans, Grants, Savings Plans and Taxes** and **Worksheet L: Financing the Goal: Applying for Scholarships, Bursaries, Grants and Loans** to explore different ways to pay for post-secondary education and training.
- Use **Worksheet M: Student Information for References** as a handout to present to potential references you require for award applications.
- Break down the requirements into specific, manageable tasks. For each task set goals and timelines for completion. Use **Worksheet J: To Do List** to keep yourself organized.
- Identify the areas in which your teens will need support and decide what you can do to help. For example, talk to your teens about what you can contribute to finance their education.
- Be supportive when your teens encounter obstacles. Because teens lack life experience, problems that may seem small to you may seem insurmountable to them.
- Encourage your teens to persevere when they face adversity. Help them find alternative ways to reach their goals.
- Aboriginal teens may find useful information at the Websites listed in **Appendix O: Aboriginal Resources**.

- Teens with disabilities may find useful information at the Websites listed in ***Appendix N: Disabilities Resources.***
- French-speaking teens may find useful information at the Websites listed in ***Appendix O: French Resources.***

Career Planning With Teens

A GUIDE FOR PARENTS, GUARDIANS, AND COUNSELLORS

CAREER PLANNING AND SKILLS DEVELOPMENT

In the ever-changing world of work, not only are some skills essential for everyday life and the workplace, but also possessing these skills will enable a more successful transition into the many occupations your teens will have throughout their lifetime.

a) Essential Skills

Professionals and employers define essential skills as those needed for everyday life and work. These skills provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to change.

The nine essential skills are as follows:

- Reading Text
- Writing
- Continuous Learning
- Document Use
- Oral Communication
- Thinking Skills
- Numeracy
- Working With Others
- Computer Use

b) Employability Skills

Employability skills are the basic skills that are required to perform effectively in the workplace. They consist of fundamental skills, teamwork skills and personal management skills.

A more detailed breakdown of these skills is as follows:

Fundamental Skills

- Communicate

- Manage Information
- Use Numbers
- Think & Solve Problems

Teamwork Skills

- Work With Others
- Participate in Projects and Tasks

Personal Management Skills

- Demonstrate Positive Attitudes and Behaviours
- Be Responsible
- Be Adaptable
- Learn Continuously
- Work Safely

What Can a Parent Do?

- Use ***Appendix P: Essential Skills, Employability Skills and Blueprint for Life/Work Designs*** to obtain a copy of the Essentials Skills and Employability Skills. Consider visiting other Websites to practice improving these skills.
- Help your teens recognize the skills they have and talk about the ones they want to develop.
- Discuss how what your teens are doing in school helps them to develop their skills.
- Discuss how the employability skills are transferable between occupations and, as a result, how more skills will allow your teens to be eligible for success in more occupations.

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A GUIDE FOR PARENTS, GUARDIANS, AND COUNSELLORS

CAREER PLANNING AND THE BLUEPRINT FOR LIFE

While this handbook is a guide for parents to assist their teens at the onset of the career planning process, the Blueprint for Life/Work Designs provides a framework your teens can use for the rest of their lives. The Blueprint for Life/Work Designs lists the areas and levels of proficiency for the competencies necessary for successful career planning throughout your teens' lifetime. The areas and eleven competencies are as follows:

Area A: Personal Management

1. Build and Maintain a Positive Self-Image
2. Interact Positively and Effectively with Others
3. Change and Grow Throughout One's Life

Area B: Learning and Work Exploration

1. Participate in Life-long Learning Supportive of Life/Work Goals
2. Locate and Effectively Use Life/Work Information
3. Understand the Relationship Between Work and Society/Economy

Area C: Life/Work Building

1. Secure/Create and Maintain Work
2. Make Life/Work Enhancing Decisions
3. Maintain Balanced Life and Work Roles
4. Understand the Changing Nature of Life/Work Roles
5. Understand, Engage In and Manage One's Own Life/Work Building Process

What Can a Parent Do?

- Use the sites listed in **Appendix P: Essential Skills, Employability Skills and Blueprint for Life/Work Designs** to obtain information about the Blueprint for Life/Work Designs. Have your teens determine the level they are at for each competency.

- Discuss the different levels of each competency with your teens. Emphasize that the Blueprint for Life/Work Designs is a guiding framework for a successful career involving their roles at work, at home and within the community. Discuss what your teens can do to advance to the next level.

Career Planning With Teens

A GUIDE FOR PARENTS, GUARDIANS, AND COUNSELLORS

CAREER PLANNING AND THE CAREER PORTFOLIO

A career portfolio is a collection of evidence or artifacts that reflects your teens' interests, abilities, accomplishments and learning. As a collection of information, a portfolio is an excellent organizational tool during the career planning process. Much of the information collected will be useful when teens apply for jobs, scholarships and entrance to colleges.

Fortunately, most students will work on a career portfolio as part of their school requirements. The portfolio usually consists of a small binder with a table of contents outlining various topics of abilities, accomplishments and knowledge. Similar to their careers, your teens' portfolios will continue to grow and change over time.

Ensure that the following information is included in your teens' portfolios:

- **Interests and Personality**, including formal and informal assessments of their interests and strengths.
- **Skills**, including details about workshops, certificates earned and specific skills mastered.
- **Accomplishments and Awards**, including achievements in school, work or community activities.
- **Work and Volunteer History**, including a resume that lists all work, volunteer positions and responsibilities.
- **Career Goals**, including the steps toward achieving them.
- **Letters of Reference** from people who can speak to their skills and achievements.
- **Research Information** about schools, colleges, universities, training institutions and programs of interest, including brochures or application forms.
- **Research Resources**, such as lists of useful Websites and other information sources.

What Can a Parent Do?

- Assist your teens in collecting artifacts and organizing a portfolio. For more information about portfolios, go to the Websites referred to in ***Appendix C: Resumes, Application Forms, Interviews and Portfolios.***
- Encourage your teens to talk about items they have included in their portfolios. This will build their confidence in presentation skills and help them identify their strengths and passions.

Career Planning With Teens

A GUIDE FOR PARENTS, GUARDIANS, AND COUNSELLORS

SUMMING UP: THE ROLE OF THE PARENT

a) Talk to Your Teens . . . so They can Follow Their Heart

Getting teens engaged in talking about their futures, in telling stories and in sharing their dreams and fears is not always easy. It is important to talk to your teens to show that you are interested – and there to help. Whether it be clipping out career-related articles and posting them on the fridge, scheduling career sessions with them or volunteering together, it is important to engage with your teens and discuss career planning.

b) Seek Assistance . . . by Accessing Your Allies

Navigating the process of connecting with your teens and understanding career planning is a challenge. You can find allies among the people who play a major or minor role in your teens' life – coaches, teachers, guidance counsellors, friends, family, elders, religious or community leaders, or even other parents. You can also find allies in agencies, financial institutions and educational institutions.

c) Stay Current . . . because Change is Constant

Labour market information, program requirements, tax credit information and many other aspects of career planning are constantly changing. As a result, it is more important than ever to remain up-to-date with the latest facts. Reading newspapers, checking Websites, and contacting allies are ways that ensure that the information used for making decisions is the most current and accurate available.

d) Promote Learning . . . because Learning is Lifelong

Teens have a greater chance of finding meaningful work if they are open to learning, both on and off the job, over their lifetimes. Parents should promote formal learning by encouraging their teens to develop study skills, creating an atmosphere for learning within the home and connecting what teens are learning in school to how it will apply in the future. Parents should also promote informal learning by encouraging hobbies, community work, and athletics. Parents should demonstrate that learning is lifelong by talking about their own learning and what is required at their own work.

e) Be Organized . . . so They can Focus on the Journey

Career planning involves a lot of paperwork, decisions and deadlines. You can assist your teens with these aspects by being organized and maintaining a career planning binder. It should contain all of the completed worksheets (Courses and Credits Requirements for Secondary School, Program Research Information sheets, Information Interviews, ...), contact sheets (Networking, Volunteer), application forms, and To Do list.

“THERE ARE TWO LASTING GIFTS WE CAN GIVE OUR CHILDREN.

ONE IS ROOTS, THE OTHER IS WINGS.”

AUTHOR UNKNOWN

Career planning is a journey, with unexpected turns and pit stops, and a destination that is always changing. As a parent, you play an important role in supporting your teens with encouragement and information during each step of the process, and in preparing your teens for both the challenges and successes along their journey.

Career Planning With Teens

A GUIDE FOR PARENTS, GUARDIANS, AND COUNSELLORS

REFERENCES

Ahnsu Consulting Group (2006) *A Career Development Resource for Parents: Helping parents explore the role of coach and ally*. Ottawa: Canada Career information Partnership.

Bezanson, Lynne & Hopkins, Sareena (2001) *Lasting Gifts Workshop Series: Becoming a Career Development Ally for Your Teen (Facilitator Guide)*. Ottawa: Canadian Career Development Foundation.

People, Skills and Workplace Resources (2008) *Career Coaching Your Teens: A Guide for Parents*. Edmonton: Alberta Employment and Immigration.

Worksheets

WORKSHEET A

WHAT IS YOUR PREFERRED FUTURE?

If money, ability and time were not factors . . .

- a) Where would you want to live? (city, country, small town ...)

- b) What would your preferred relationships be like? (spouse? children? friends? ...)

- c) What would be your preferred work environment? (indoors? outdoors? home? ...)

- d) What would be two of your preferred occupations?

- e) What would be your preferred leisure activities? (sports? travel? hobbies? . . .)

- f) What would be your preferred volunteer activities?

- g) What would be your legacy? For what would you like to be remembered?

- h) . . .

Worksheets

WORKSHEET B

SELF-ASSESSMENT

ABILITIES:

INTERESTS:

MULTIPLE INTELLIGENCE:

PERSONALITY TEST:

WORK PREFERENCES:

WORKPLACE VALUES:

WORKPLACE SKILLS:

CONSTRAINTS:

Worksheets

WORKSHEET C

VOLUNTEER CONTACT LIST

NAME	
ORGANIZATION	
CONTACT INFORMATION	TELEPHONE NUMBERS: E-MAIL ADDRESSES:
VOLUNTEER DUTIES	

NAME	
ORGANIZATION	
CONTACT INFORMATION	TELEPHONE NUMBERS: E-MAIL ADDRESSES:
VOLUNTEER DUTIES	

Worksheets

WORKSHEET D

RESEARCH: INFORMATION INTERVIEW QUESTIONNAIRE

1. What training or education is required for this type of work?
2. What type of continued training do you receive as an employee?
3. What are the main tasks of this occupation?
4. On a typical day, what do you do?
5. Does this occupation allow for flexible work arrangements, such as full-time, part-time, seasonal, job share?
6. Are the usual hours of work regular hours or shift work?
7. What are the typical workplace conditions of this occupation?

8. How do you see this occupation changing in the future?

9. What opportunities for advancement exist for this occupation?

10. What is the most rewarding part of this occupation?

11. What is the most challenging part of this occupation?

12. What personality traits are needed to be successful in this occupation?

13. What abilities are needed to be successful in this occupation?

14. What advice would you give to a person considering entering this occupation?

15. . . .

Worksheets

WORKSHEET E

NETWORKING CONTACT SHEET

NAME
CONTACT INFORMATION
TELEPHONE NUMBERS:
E-MAIL ADDRESSES:
ASSISTANCE PROVIDED

NAME
CONTACT INFORMATION
TELEPHONE NUMBERS:
E-MAIL ADDRESSES:
ASSISTANCE PROVIDED

Worksheets

WORKSHEET F

MAKING CHOICES

Plan A

PROGRAM	PROS	CONS
Workplace Factors (team/independent; duties; location; dress code; safety; ...)		
Lifestyle Factors (hours; shift work; travel; vacation time; transfers; ...)		
Financial Factors (education; salary; advancement options; job security; benefits; ...)		
Personality Factors (connection to interests, skills and values; balance with life and work; ...)		
Other		

Plan B

PROGRAM	PROS	CONS
Workplace Factors (team/independent; duties; location; dress code; safety; ...)		
Lifestyle Factors (hours; shift work; travel; vacation time; transfers; ...)		
Financial Factors (education; salary; advancement options; job security; benefits; ...)		
Personality Factors (connection to interests, skills and values; balance with life and work; ...)		
Other		

Worksheets

WORKSHEET G

SECONDARY COURSES AND CREDITS REQUIREMENTS

St. Mary High School	Grade 10	Grade 11	Grade 12	Total Credits
English Language Arts	2 credits: ELA A10 or ELA A11 ELA B10 or ELA B11	1 credit: ELA 20 or ELA 21	2 credits: ELA A30 or ELA A31 ELA B30 or ELA B31	5
Mathematics	1 credit: Mathematics 10 or Mathematics 11	1 credit: Mathematics 20 or Mathematics 21		2
Science	1 credit: Science 10 or Science 11	1 credit: Biology 20, Biology 30, Physics 20, Physics 30, Chemistry 20, Chemistry 30		2
Social Science	1 credit: History 10 or History 11 Native Studies 10 Social Studies 10	1 credit: History 20 or History 21 Law 30 Native Studies 20 Psychology 20 Social Studies 20 Psychology 30		2
Canadian Studies			1 credit: History 30 or History 31 Native Studies 30 Social Studies 30	1
Health Education/Physical Education	1 credit: Wellness 10, Physical Education 20, Physical Education 30			1
Arts Education/ Practical & Applied Arts	2 credits:			2
Elective Courses	3 credits at Level 10, 20, or 30, 6 credits at Level 20 or 30			9
Minimum Credits for Each Grade	8 credits	16 credits	24 credits 5 must be Level 30	24

St. Mary High School	Grade 10	Grade 11	Grade 12	Total Credits
English Language Arts	2 credits:	1 credit :	2 credits:	5
Mathematics	1 credit:	1 credit:		2
Science	1 credit:	1 credit:		2
Social Science	1 credit:	1 credit:		2
Canadian Studies			1 credit:	1
Health Education/Physical Education	1 credit:			1
Arts Education/ Practical & Applied Arts	2 credits:			2
Elective Courses	3 credits at Level 10, 20 or 30 and 6 credits at Level 10, 20 or 30			9
Minimum Credits for Each Grade	8 credits	16 credits	24 credits 5 must be Level 30	24

Worksheets

WORKSHEET H

FRENCH IMMERSION COURSES AND CREDITS REQUIREMENTS

St. Mary High School	Grade 10	Grade 11	Grade 12	Total Credits
English Language Arts	2 credits: ELA A10 or ELA B10 Français Immersion 10	2 credits: ELA 20 Français Immersion 20	2 credits: ELA A30 or ELA B30 Français Immersion 30	6
Mathematics	1 credit: Mathématiques 10	1 credit: Mathématiques 20		2
Science	1 credit: Science 10 or Science 11	1 credit: Biology 20, Biology 30, Physics 20, Physics 30, Chemistry 20, Chemistry 30		2
Social Science	1 credit: Histoire 10	1 credit: Histoire 20		2
Canadian Studies			1 credit: Histoire 30	1
Health Education/ Physical Education	1 credit: Mieux-Être 10 or Éducation Physique 20			1
Arts Education/ Practical & Applied Arts	2 credits: Éducation Chrétienne 10, Éducation Chrétienne 20, Éducation Chrétienne 30 are accepted as Practical and Applied Arts credits.			2
Elective Courses	3 credits at Level 10, 20, or 30 and 5 credits at Level 20 or 30			8
Minimum Credits for Each Grade	credits	credits	24 credits 5 must be Level 30 12 must be in French	24

St. Mary High School	Grade 10	Grade 11	Grade 12	Total Credits
English Language Arts	2 credits:	2 credits:	2 credits:	6
Mathematics	1 credit:	1 credit:		2
Science	1 credit:	1 credit:		2
Social Science	1 credit:	1 credit:		2
Canadian Studies			1 credit:	1
Health Education/ Physical Education	1 credit:			1
Arts Education/ Practical & Applied Arts	2 credits:			2
Elective Courses	3 credits at Level 10, 20, or 30 and 5 credits at Level 20 or 30			8
Minimum Credits for Each Grade	credits	credits	24 credits 5 must be Level 30 12 must be in French	24

Worksheets

WORKSHEET I

GOAL: PROGRAM INFORMATION

Name Of Institution: _____

Type Of Institution (Circle One): College, Institute, Or University

Mailing Address Of Institution: _____

Phone Number Of Institution: _____

Website Address Of Institution: _____

E-Mail Address Of Institution: _____

Name Of Program: _____

Type Of Program: _____

Length Of Program: _____

Tuition Costs: _____

Application Fee: _____

Application Deadline: _____

Program Admission Requirements:

Availability Of Other Services (Housing, Child Care, Special Needs, . . .):

Scholarships And Bursaries Information:

OTHER INFORMATION:

Date Information Was Checked With The Institution: _____

Name Of Institution's Confirming Advisor And/Or Department: _____

Date Application Filed: _____

How Application Was Filed (Circle One): Mail, Fax, Online Registration

Date Application Received Confirmed: _____

Worksheets

WORKSHEET J

TO DO LIST

	TASK TO COMPLETE	DATE COMPLETED
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		

Worksheets

WORKSHEET K

BUDGET

INCOME
Summer Job
Part-Time Job
Family Contribution
Student Loans
Scholarships, Bursaries, Grants
Other
Total Income
EXPENSES
Tuition
Books and Supplies
Rent
Food
Clothing
Transportation
Entertainment
Other
Total Expenses

Total Income – Total Expenses = \$ _____ – \$ _____ = \$ _____

Worksheets

WORKSHEET L

FINANCING THE GOAL

Applying For Scholarships, Bursaries, Grants, and Loans

NAME OF SCHOLARSHIP, GRANT OR LOAN
Contact Information
Prerequisites
Amount
Application Deadline
Other Information

NAME OF SCHOLARSHIP, GRANT OR LOAN
Contact Information
Prerequisites
Amount
Application Deadline
Other Information

Worksheets

WORKSHEET M

STUDENT INFORMATION FOR REFERENCE

Name: _____			Phone: _____		
Permanent Address: _____					
				Town/City	Postal Code
In School			Out Of School		
Student Government and Organizations			Community Organizations and Positions		
Activity	Position	During Grades	Activity	Position	During Grades
Awards: Academic, Athletic, Merit, Etc.			Awards: Academic, Athletic, Merit, Etc.		
Name Of Award	During Grades		Name Of Award	During Grades	

Courses or Training: School-Related			Courses or Training: Community-Related		
Course Description	During Grades		Course Description	During Grades	
Other Involvement: Special Clubs, Fine Arts, Athletics, Bear Ambassadors, etc.			Other Involvement: Special Clubs, Fine Arts, Church, 4-H, Athletics, etc.		
Description Of Activity	During Grades		Description of Activity	During Grades	
School Work Experience Program			Work Experience: Paid or Unpaid		
Employer	Position	During Grades	Employer	Position	During Grades

List contact information for three references: one academic, one community and one personal.

1. 2. 3.

Other significant information:

Appendix A

SELF-ASSESSMENT

SELF-ASSESSMENT

Career Navigator and Quizzes This site provides self-assessments for the following areas: Career Quizzes (Abilities Quiz, Data, People Thing Quiz, Work Preference Quiz, Work Values Quiz, Multiple Intelligence Quiz, Seeing, Hearing and Doing Quiz) and Learning Style Quizzes (Multiple Intelligence Quiz, Seeing, Hearing and Doing Quiz) (http://www.jobsetc.gc.ca/toolbox/quizzes/quizzes_home.do?lang=e)

My Workplace Skills/Traits Checklist

(<http://www.jobsetc.gc.ca/toolbox/checklists/workplace.jsp?lang=e>)

Kiersey Temperament “The Kiersey Temperament Sorter II is designed to help you find out about your personality type: Artisan, Guardian, Realist, Rational.”

(http://www.jobsetc.gc.ca/pieces.jsp?category_id=318&root_id=307&crumb=11&crumb=608)

SaskNetWork: Your Work Preferences

(<http://www.sasknetwork.ca/html/JobSeekers/careerplanning/workpref.htm>)

Rogue Community College: The Holland Codes “The **Holland Codes** is a system to classify jobs into job categories, interest clusters, or work personality environments. In the Holland Model, these categories represent work personalities: Realistic, Investigative, Artistic, Social, Enterprising, Conventional (<http://www.roguecc.edu/Counseling/HollandCodes/about.asp>)

Multiple Intelligence for Adult Literacy and Education This site describes Howard Gardner’s theory about the eight types of intelligences. There is an assessment available. (<http://www.literacyworks.org/mi/intro/quickreview.html>)

Service Canada: Multiple Intelligence Quiz “Research shows that people have eight different types of intelligence, usually with strength in three or four. Use this quiz to find out about your unique style of thinking and understanding.”

(http://www.jobsetc.gc.ca/toolbox/quizzes/mi_quiz.do?lang=e)

Are You Deciding on Purpose “Counselor and author Richard Leider explains his laws for finding purpose in your work and life.”

(<http://www.fastcompany.com/magazine/13/ldrplus.html?page=0%2C0>)

Appendix B

VOLUNTEER WORK

VOLUNTEER WORK

Volunteer Canada This site provides information about volunteering and is a link to volunteer centres throughout Canada. (<http://volunteer.ca/en/find-volunteer-centre>)

Katimavik This program allows teens to travel and volunteer in various regions within Canada (<http://www.katimavik.org/>)

The Canadian Code for Volunteer Involvement This document outlines the standards of non-profit organizations. (<http://volunteer.ca/volunteer/pdf/CodeEng.pdf>)

Working Abroad This document outlines important aspects to consider before embarking overseas, as well as additional applicable Websites. (<http://alis.alberta.ca/ep/eps/tips/html?EK=3335>)

Idealist.org This organization lists the benefits of family volunteering and suggestions for types of family volunteering experiences. (<http://www.idealists.org/kt/familyvolunteer.html>)

Charity Village This site provides information about volunteer listings across Canada. (<http://www.charityvillage.com/CV/main.asp>)

Verge Magazine This magazine provides information about opportunities to study, volunteer or work overseas. It is available in digital or print form. (<http://www.vergemagazine.com/index.php>)

CUSO-VSO “CUSO-VSO is one of North America's largest international development organizations that works through volunteers.” (<http://www.cuso-vso.org/>)

Appendix C

VOLUNTEER WORK

RESUMES, APPLICATION FORMS, INTERVIEWS AND PORTFOLIOS

High School Portfolio Checklist

(<http://www.careerprep.ab.ca/PDF/CareerPortfolioChecklist2008.pdf>)

SaskNetWork Marketing Yourself This site includes information about resumes, cover letters, application forms, portfolios and interviews.

(<http://www.sasknetwork.ca/html/JobSeekers/lookingforwork/marketyourself.htm>)

SaskNetWork: Resumes and Cover Letters This site provides information on different types of resumes and advise about choosing references.

(<http://www.sasknetwork.ca/html/JobSeekers/lookingforwork/resumesandcoverletters.htm#dos>)

Resume Builder Create and save up to 5 individual resumes, complete with a choice of layouts and resume writing tips. This site requires a log in.

(<http://seekers.jobbank.gc.ca/common-commun/login-connection.aspx?redirect=true&target=1&lang=en-CA>)

Youth Canada: Writing a Resume

(<http://www.youth.gc.ca/eng/topics/jobs/resume.shtml>)

Youth Canada: Writing a Cover Letter

(<http://www.youth.gc.ca/eng/topics/jobs/cover.shtml>)

SaskNetWork: Interviews

(<http://www.sasknetwork.ca/html/JobSeekers/lookingforwork/interviewmain.htm#top>)

Youth Canada: Developing Interview Skills This site provides information on the following: Preparing, At The, and After the Interview

(<http://www.youth.gc.ca/eng/topics/jobs/interview.shtml>)

Tutorial: Career Portfolio

(<http://www.careerservices.uvic.ca/tutorials/career-portfolio.html>)

A Self-Managed Career Portfolio Guide

(http://www.edu.gov.mb.ca/k12/docs/support/c_portfolio/)

Appendix D

JOB PATHWAY

JOB PATHWAY

Social Insurance Number “The Social Insurance Number (SIN) is a nine-digit number that you need to work in Canada or to have access to government programs and benefits.” This site provides information about eligibility, the application process, required primary documents and fraud protection.

(<http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml>)

Alternatives to Traditional Full-Time Employment This site explains the difference between job sharing, contract work etc.

(<http://alis.alberta.ca/ep/eps/tips/tips.html?EK=114>)

Job Search Handbook This handbook provides information on how to develop a resume, search for a job and prepare for an interview.

(http://www.sasknetwork.ca/html/jsh/JSearch_Index.htm)

Sask Jobs This site provides databases to search for a job by occupation, by region or by community. You may also post your resume for employers to view.

(<http://www.saskjobs.ca/>)

Government of Saskatchewan: The Career Centre This site provides information about jobs that are available in the provincial government.

(<http://www.careers.gov.sk.ca/>)

Prince Albert Job Shop This site is a searchable database for jobs within the area.

<http://regionalhelpwanted.com/home/278.htm>

Construction Job Store This site provides a database of available construction jobs.

(<http://sk.constructionjobstores.com/>)

Ready for Work “This web site is directed at three groups: students/ workers, teachers and employers and has a range of materials. The student/worker section provides guidelines, fact sheets, a quiz, a survey, a vacation pay calculator and links to legislation on employment standards and workplace health and safety.”

(<http://www.readyforwork.sk.ca/>)

Ready for Work: Tips for Parents (<http://www.readyforwork.sk.ca/downloads/Parents-Tip-Sheet-updated-Jan-09.pdf>)

Ready for Work: Tips for Young Workers

(<http://www.readyforwork.sk.ca/downloads/Young-Workers-Tip-Sheet-Jan-09.pdf>)

Workability: What You Need to Get and Keep a Job This document outlines the attitudes and skills that are required to become and stay employed.

(<http://alis.alberta.ca/pdf/cshop/Workability.pdf>)

New job? Here's How to Make a Good First Impression This site provides information about how to dress, act and speak on the job.

(<http://alis.alberta.ca/ep/eps/tips/tips.html?EK=3340>)

SaskNetWork: Know Your Rights and Responsibilities

(<http://www.sasknetwork.ca/html/Youth/yourrights.htm>)

Minimum Wage Regulations

(<http://www.qp.gov.sk.ca/documents/English/Regulations/Regulations/L1R8.pdf>)

Minimum Age of Employment (<http://www.labour.gov.sk.ca/minimum-age-of-employment>)

Vacation Pay Calculator (<http://www.labour.gov.sk.ca/standards/vacation-pay-calculator>)

Workers' Rights

(<http://www.wcb.yk.ca/WorkplaceSafety/SafetyInYourWorkplace/WorkersRights.aspx>)

Workers' Responsibilities

(<http://www.wcb.yk.ca/WorkplaceSafety/SafetyInYourWorkplace/WorkersResponsibilities.aspx>)

Occupational, Health & Safety This site provides information about legislation, standards, programs and publications pertaining to health and safety in the workplace. (<http://www.labour.gov.sk.ca/ohs>)

Occupational Health & Safety: First Aid in Saskatchewan Workplaces This document outlines the responsibilities of the employers, contractors or owners to provide first aid training and supplies. (<http://www.labour.gov.sk.ca/first-aid.pdf>)

My Benefits

(http://www.jobsetc.gc.ca/eng/categories.jsp?category_id=21&crumb=7)

Rights and Responsibilities: A Guide to Labour Standards in Saskatchewan This document provides information about wages, overtime, holiday pay, shift work and

other workplace conditions.

(<http://www.labour.gov.sk.ca/rightsandresponsibilities>)

Labour Standards District Offices (<http://www.labour.gov.sk.ca/LSoffices/>)

WorkSafe Saskatchewan: Topic Index “The *WorkSafe Saskatchewan* website is a collection of information designed to help workers and employers prevent injuries and illness in their workplace. The collection contains hundreds of documents on a wide variety of workplace issues.” (<http://www.worksafesask.ca/topics.html>)

WorkSafe Saskatchewan: Young Workers This site provides information and games about safety, health and labour employment standards.
(http://www.worksafesask.ca/topics/common_issues/young_workers.html)

Teen Worker Safety in Restaurants “This e-tool describes common hazards and potential safety solutions for teen workers and employers in the restaurant industry.” (<http://www.osha.gov/SLTC/youth/restaurant/index.html>)

WorkSafe Saskatchewan e-Tools This site links to numerous interactive Websites depicting virtual workplace scenarios and the common hazards that exist.
(<http://www.worksafesask.ca/topics/etools.html>)

Saskatchewan Workers Compensation Board This site provides information about what to do if you are injured at work.
(http://www.wcbsask.com/book_workers.page)

Teen Summer Job Safety This site consists of six interactive scenarios: Landscaping, Lifeguarding, Parks and Recreation, Safe Driving, Farm Work and Restaurants.
(<http://www.osha.gov/SLTC/youth/summerjobs/index.html>)

Workplace Hazardous Materials Information System This site provides an e-course about WHMIS. (<http://www.vubiz.com/chaccess/Sask/>)

WHMIS Course This site has seven modules with a self test after each module.
(<http://www.whmiscourse.ca/coursecontent/index.html>)

WHMIS in Minutes This site provides narrated WHMIS training.
(<http://www.whmis.net/>)

St John’s Ambulance This site provides information about the availability of courses for Standard Level First Aid (SFA), Automated External Defibrillation (AED), Cardiopulmonary Resuscitation (CPR), Workplace Hazardous Materials Information System (WHMIS) and other courses.
(<http://www.sja.ca/Saskatchewan/Training/CourseCalendar/Pages/PrinceAlbertCourses.aspx>)

Saskatchewan Human Rights Commission “The Saskatchewan Human Rights Code protects your right to equality without discrimination based on the protected grounds of disability, age (18 or more), religion or religious creed, family status, marital status, sex, sexual orientation, race or perceived race, nationality, place of origin, ancestry, colour, or receipt of public assistance.”
(http://www.shrc.gov.sk.ca/complaint_process.htm)

Bullying in the Workplace This site provides information about what bullying is, how it can affect an individual and what can be done to eliminate it.
(<http://www.ccohs.ca/oshanswers/psychosocial/bullying.html>)

Anonymous or Third Party Complaints

(<http://www.labour.gov.sk.ca/Default.aspx?DN=1bdd3799-e6e5-4a50-bfc1-e631eb3cdf96>)

Right to Refuse Unusually Dangerous Work

(<http://www.labour.gov.sk.ca/Default.aspx?DN=87fc7ef0-b055-435e-a713-b92f93fc2edb>)

Harassment

(<http://www.labour.gov.sk.ca/harassmentpg/>)

Appendix E

THE LABOUR MARKET AND OCCUPATION

THE LABOUR MARKET AND OCCUPATION

Labour Market Information: Search “Investigate the situation in local labour market across Canada, including industrial events, unemployment rates, economic trends and community information such as demographics, educational institutions, medical facilities and much more.”
(<http://www.labourmarketinformation.ca/standard.aspx?ppid=92&lcode=E>)

Looking-Ahead: A 10-Year Outlook for the Canadian Labour Market (2006-2015) This report describes the predicted trends of the future labour market.
(http://www.hrsdc.gc.ca/eng/publications_resources/research/categories/1/about_market_e/sp_615_10_06/page00.shtml)

Northern Saskatchewan Regional Training Needs Assessment Report 2009
This comprehensive report provides information about future trends and projections for northern Saskatchewan, Saskatchewan and Canada.
(<http://career.kcdc.ca/fore/pdf/2009/2009RegionReportfinalwithcover.pdf>)

Exploring Saskatchewan’s Economy and Labour Market This site provides information on the following topics: Economic Trends, Demographic Trends, Labour Market Trends, Education and Skills, Aboriginal Trends and Provincial Outlook.
(<http://www.sasknetwork.ca/html/Home/lmi/overviewdoc/overview.htm>)

Sask Motor Trends “Sask Trends Monitor tracks social, economic, and demographic trends in Saskatchewan.” (<http://www.sasktrends.ca>)

The Demographic of the Saskatchewan Labour Market
(<http://www.sasktrends.ca/lmtrendsmar05.pdf>)

Job Futures “Job Futures is a career tool to help you plan for your future. It provides useful information about 265 occupational groups and describes the work experiences of recent graduates from 155 programs of study.”
(<http://www.jobfutures.ca/>)

Saskatchewan Job Futures “Browse occupations by alphabetical listing, Education and Training (Management, University Degree, College Diploma/Trade Certificate, High School & Job Specific Training, No High

School Diploma) and NOC Index (based on 0 – 9 codes).” This site also includes information about the Local Labour Market, Job Charts, Wages and iQuizes. (<http://www.saskjobfutures.ca>)

SaskNetWork: Saskatchewan Industry Profiles “Explore Saskatchewan's industries and discover fresh opportunities for work and learning. Each of these profiles presents an overview of the industry, a window on trends and information on related jobs, skills and training. You'll also find links to other illuminating Websites.”
(<http://www.sasknetwork.ca/html/Home/lmi/industryprofiles.htm>)

SaskNetWork: Jobs People Love This site has 53 written interviews describing the rewards and challenges of various occupations.
(<http://www.sasknetwork.ca/html/Home/lmi/jobspeoplelove.htm>)

SaskNetWork: Informational Interviewing This site provides information about how to prepare for and conduct an interview to learn about an occupation of interest.
(<http://www.sasknetwork.ca/html/JobSeekers/careerplanning/infointerviews.htm>)

Appendix F

POST-SECONDARY EDUCATION PATHWAY

POST-SECONDARY EDUCATION PATHWAY

Government of Saskatchewan: Request for High School Transcripts (Gr 10, 11, 12)

This site provides information required to request high school transcripts in person, by mail or by fax. (<http://www.education.gov.sk.ca/transcripts>)

Research Your Options This site explains the differences between various types of post-secondary institutions.

(http://www.youth2youth.ca/index.php?option=com_content&view=article&id=55&Itemid=224&lang=en)

Youth Canada: Choosing a School This site provides information about how to research a school and a program.

(<http://www.youth.gc.ca/eng/topics/education/school.shtml>)

Choosing a Post-Secondary Program This site offers tips about choosing a post-secondary program. (<http://alis.alberta.ca/ep/eps/tips/tips.html?EK=181>)

SaskNetWork: Post-Secondary Programs This site provides links to post-secondary programs within Saskatchewan, Canada and around the world.

(<http://www.sasknetwork.ca/html/Learners/educationtraining/postinstitutions.htm>)

School Finder “If you're a high school student looking for information on college or university this is your section. You'll find comprehensive information on college and university tuition, facilities, programs, admission requirements and deadlines. You will also find information on scholarships and financial aid, events and careers.” (<http://www.schoolfinder.com>)

Macleans On Campus This site provides information about universities across Canada, as well as an annual ranking report. (<http://oncampus.macleans.ca/education/>)

SaskNetWork: Universities This site offers information, links and contact information for the University of Saskatchewan and the University of Regina.

(<http://www.sasknetwork.ca/html/Learners/educationtraining/universities.htm>)

SaskNetWork: Federated Colleges This site offers information, links and contact information for St Thomas More College, Campion College, Luther College and

First Nations University of Canada.

(<http://www.sasknetwork.ca/html/Learners/educationtraining/universities.htm>)

SaskNetWork: Affiliated Colleges This site provides information about Gabriel Dumont Institute of Native Studies and Applied Research, Briercrest College and Seminary, Horizon College and Seminary, College of Emmanuel and St Chad, Gabriel Dumont College, Lutheran Theological Seminary, St Andrew's College, and St Peter's College.

(<http://www.sasknetwork.ca/html/Learners/educationtraining/affiliatedcolleges.htm>)

Saskatchewan Institute of Applied Science and Technology This site provides information about and links to institutes in Prince Albert, Saskatoon, Moose Jaw and Regina.

(<http://www.sasknetwork.ca/html/Learners/educationtraining/siast.htm>)

SaskNetWork: Regional Colleges This site provides information about the following colleges: Carlton Trail, Cumberland, Cypress Hills, Lakeland, North West, Northlands, Parkland, Prairie West, and Southeast.

(<http://www.sasknetwork.ca/html/Learners/educationtraining/regionalcolleges.htm>)

SaskNetWork: Aboriginal Post-Secondary Institutions This site provides information on First Nations University of Canada, Gabriel Dumont Institute, Dumont Technical Institute, and Saskatchewan Indian Institute of Technologies.

(<http://www.sasknetwork.ca/html/Learners/educationtraining/aboriginalinstitutions.htm>)

SaskNetWork: Private Vocational Schools This site provides contact information for the following: Academy of Learning, Academy of Fashion Design, Artistique Beauty College and Professional Hair Studio, Avante Garde College, Chakam School of the Bible, Cartier Equine Learning Centre, INtouch Career College, Kanine Klipping All Breed Grooming, MC College, Marvel Beauty School, MacKay Career Training, New Media Campus, Practicum Training Institute, Professional Institute of Massage Therapy, Redhouse College of Animation, Richards Beauty College, Saskatoon Business College, Saskatoon School of Horticulture, Schaller College, T & H Academies Career Training Centre, Timeless Instruments, Universal Career College, Western Academy Broadcasting College, and Western College of Remedial Massage Therapies.

(<http://www.sasknetwork.ca/html/Learners/educationtraining/pvs.htm>)

SaskNetWork: Aboriginal Teacher Education Programs This site provides information on the following: Saskatchewan Urban Native Teachers Education Program (SUNTEP), The Northern Teacher Education Program (NORTEP), The Indian Teacher Education Program (ITEP) and First Nations University.

(<http://www.sasknetwork.ca/html/Learners/educationtraining/aboriginalteachered.htm>)

SaskNetWork: Religious Training Institutions This site provides information on the following: Briercrest College and Seminary, Horizon College and Seminary, College of Emmanuel and St Chad, Lutheran Theological Seminary, St Andrew's College, St Peter's College, Bethany Bible Institute, Eston College, Faith Alive Bible College, Fountain of Life Hidden Ministry, Hidden Land Institute, International Bible College, Millar College of the Bible, Nipawin Bible Institute, and Western Christian College.

(<http://www.sasknetwork.ca/html/Learners/educationtraining/religioustraining.htm>)

Campus Saskatchewan This site is a partnership among the institutes of Saskatchewan to provide a searchable database of virtual, on-line programs that are available.

(<http://www.campussask.ca/courses/>)

University of Saskatchewan: Online and Independent Studies

(<http://www.extension.usask.ca/ExtensionDivision/credit/IndeStudies/index.htm>)

University of Regina: Distance Learning Division

(<http://www.uregina.ca/cce/offcampus/index.html>)

CEGEPs College and Universities “Explore the post-secondary education options Canada has to offer in the CEGEPs, Colleges and Universities Search tool. Browse detailed information about Canadian CEGEPs, colleges and universities to find the school that matches your needs.” (<http://tools.canlearn.ca/csigs-scpse/cln-cln/40/rep-fit/cu/af.cu.clsea-eng.do>)

International Institutions This site provides information about institutions in the United States and abroad.

(<http://www.aeel.gov.sk.ca/Default.aspx?DN=027c5dc9-f0d7-41c3-a665-d1532dd4bbf8>)

Distance Learning Programs in Western Canada This site provides a searchable database for available distance learning programs.

(<http://alis.alberta.ca/Edinfo/Content/RequestAction.asp?aspAction=GetDistLearnPage&Page=DistLearn>)

Distance Education Opportunities at Canadian Universities This site has a searchable database for distance learning courses and programs that are offered by Canadian Universities. (<http://www.distanceedcanada.ca/index.cfm>)

Canadian Forces Recruiting: Subsidized Education “The Canadian Forces offer outstanding education and training opportunities: you will receive a salary while going to school; your tuition, books and academic equipment will be funded for the

duration of the program; you will have a guaranteed job in between academic years.” (http://www.forces.ca/html/subsidizededucation_en.aspx)

Appendix G

COOPERATIVE PROGRAM PATHWAY

COOPERATIVE PROGRAM PATHWAY

Canadian Association For Cooperative Education This site has a Program Directory to search the post-secondary cooperative programs available within each province.
(<http://www.cafce.ca/pages/home.php>)

University of Regina Cooperative Internships (<http://www.uregina.ca/coop/>)

University of Saskatchewan Coop Program, Internships and Work Experience
(<http://explore.usask.ca/programs/internships/>)

CAFCE Co-op Student of the Year Award
(<http://www.cafce.ca/pages/studentoftheyear.php>)

Emery Dufault Award (<http://www.cafce.ca/pages/emeryaward.php>)

Dr. Albert S. Barber Award (<http://www.cafce.ca/pages/barberaward.php>)

Dr. Graham Branton Award (<http://www.cafce.ca/pages/brantonaward.php>)

CAFCE Seervice Award (<http://www.cafce.ca/pages/serviceawards.php>)

Careers in the Federal Public Service: Post-Secondary Co-op Internship Program
(<http://jobs-emplois.gc.ca/coop/index-eng.htm>)

CAFCE: SIAST Palliser Campus This site lists the numerous co-op programs available at the Moose Jaw campus. (<http://www.cafce.ca/homepage/63>)

CAFCE: University of Regina This site lists the numerous co-op programs available.
(<http://www.cafce.ca/homepage/93>)

Association of Universities and Colleges of Canada: Co-operative Education and Internships This site provides information on the following: What are Co-ops and Internships? Benefits to Students and Employers, How Do Co-Ops Work? What Happens at the End of the Work Term? What are the Admission Criteria?
(http://www.aucc.ca/can_uni/student_info/can_student/coop_education_e.html)

Directory of Internship Programs (including Volunteer Work)
(<http://www.campusaccess.com/internships/index.html>)

Appendix H

APPRENTICESHIP PATHWAY

APPRENTICESHIP PATHWAY

Careers In Trades: "About Skilled Trades and Apprenticeship" Presentation – “This dynamic presentation gives you a quick overview of why taking an apprenticeship and becoming a skilled tradesperson will provide you with plenty of career opportunities. Download the presentation to get the facts about the skill shortage, learn about potential careers, and see why apprenticeship is considered a first-choice post-secondary training option by more and more youth. It will only take 5 to 10 minutes to go through the presentation so download the PowerPoint file today!”
<http://www.careersintrades.ca/all/SkilledTradesApprenticeshipPresentationFINA-L-English.ppt>

Careers In Trades: Guide to Apprenticeship – “See for yourself why apprenticeship is a first-choice post-secondary option! This dynamic booklet is a quick overview of skilled trades careers that highlights the benefits of apprenticeship as a post-secondary option and profiles young tradespeople and apprentices who are passionate about their career choice.”
<http://www.careersintrades.ca/all/ApprenticeshipGuide-Eng.pdf>

Apprentice Trades This site offers information about apprenticeship, future trends and costs.
<http://www.apprenticetrades.ca/en/stakeholders/default.asp?selStakeholder=5>

The Interprovincial Standards Red Seal Program “This Web site will enable you to learn more about the Red Seal Program, apprenticeship, national standards and trade certification.” http://www.red-seal.ca/Site/about/redseal_e.htm

Apprenticeship Incentive Grant and Apprenticeship Completion Grant
<http://www.servicecanada.gc.ca/eng/goc/apprenticeship.shtml>

Saskatchewan Youth Apprenticeship This site provides brochure information about the youth apprenticeship program offered in high schools as well as videos of various trades.
http://www.saskapprenticeship.ca/YOUTH_APPRENTICES/

Saskatchewan Youth Apprenticeship Handbook This handbook provides information about the youth apprenticeship program offered in high schools.

(http://www.saskapprenticeship.ca/siteimages/misc%20pamphlets_newsletters/HSTA%202009_Feb6'09_final_hyperlinks.pdf)

SYA Administrative Coordinator: (306) 787-2368 SYA Consultant District Offices:
Moose Jaw (306) 694-3929 Prince Albert (306) 953-2717 Regina (306) 787-5510

Saskatchewan Apprenticeship and Trade Certification Commission

(<http://www.saskapprenticeship.ca/>)

Regina Trades & Skills Centre “The Regina Trades and Skills Centre, in conjunction with school divisions in Regina and area, offers short-term programming for Grade 11 and 12 high school students interested in an accelerated trades or skills career path. “

(<http://www.reginatradesandskills.ca/>)

Skills Canada Saskatchewan This site provides information about the national skills competition.

(<http://www.skillscanadasask.com/about.html>)

Saskatchewan Apprenticeship and Trade Certification Commission This site provides information about designated trades and the youth apprenticeship program.

(<http://www.saskapprenticeship.ca/>)

Tradespersons Tools Deductions (<http://www.cra-arc.gc.ca/whtsnw/tls-eng.html>)

Appendix I

ENTREPRENEURSHIP PATHWAY

ENTREPRENEURSHIP PATHWAY

Self-Assessment Questionnaire – Am I the Entrepreneur Type? This on-line questionnaire consists of 50 statements about the skills and traits required for entrepreneurship.
(http://www.jobsetc.gc.ca/pieces.jsp?category_id=371&root_id=299&crumb=12&crumb=42&crumb=128&crumb=36&crumb=109&lang=e)

Pros and Cons This site lists the pros and the cons of entrepreneurship.
(http://www.jobsetc.gc.ca/pieces.jsp?category_id=373&root_id=299&crumb=12&crumb=42&crumb=128&crumb=36&crumb=109)

Myths and Realities This site outlines the myths and corresponding realities of self-employment.
(http://www.jobsetc.gc.ca/pieces.jsp?category_id=374&root_id=299&crumb=12&crumb=42&crumb=128&crumb=36&crumb=109)

Entrepreneurial FAQ This site lists some of the traits and skills required of entrepreneurs.
(http://www.jobsetc.gc.ca/pieces.jsp?category_id=372&root_id=299&crumb=12&crumb=42&crumb=128&crumb=36&crumb=109)

Entrepreneurs Speak Out This site features the opinions of various entrepreneurs on a range of topics.
(http://www.jobsetc.gc.ca/pieces.jsp?category_id=376&root_id=299&crumb=12&crumb=42&crumb=128&crumb=36&crumb=109)

Self-Employment: Is It For Me? This comprehensive document provides information about entrepreneurial skills and traits, as well as the steps required to operate a business. (<http://alis.alberta.ca/pdf/cshop/Self-Employment.pdf>)

Working Part-Time from Home This site provides the pros, cons and ideas for self-employment. (<http://alis.alberta.ca/ep/eps/tips/tips.html?EK=158>)

Community Futures My Future is Here This site details the entrepreneurial services and contact information for all Community Futures offices within Saskatchewan.
(<http://www.myfutureishere.ca/Default.aspx?DN=24ad225f-ddec-4821-8717-7c95459e77db>)

Community Futures My Future is Here Career & Business Centre This site provides links to numerous organizations within Saskatchewan that can assist entrepreneurs.

(<http://www.myfutureishere.ca/entrepreneurcentral>)

Small Business Services “The Small Business Services section provides information on the relationship between banks and small business and on what different banks and their industry association, the Canadian Bankers Association, have to offer.”

(http://www.cba.ca/index.php?option=com_content&view=category&id=45&Itemid=55&lang=en)

Business Development Bank of Canada

(<http://www.bdc.ca/en/home.htm?cookie%5Ftest=1>)

Canada Business – Government Services for Canadian Entrepreneurs

(<http://www.canadabusiness.ca/gol/cbec/site.nsf/en/index.html>)

SaskNetWork Planning and Starting a Business This site provides a self evaluation, survival tips, business creation steps and human resources information.

(<http://www.sasknetwork.gov.sk.ca/html/Entrepreneurs/planningbusiness.htm>)

SaskNetWork Alternate Work Arrangements This site provides information on Home-Based Work, Temporary Contract Work, Flex-Time, Permanent Part-time, Job-sharing, and Short work weeks.

(<http://www.sasknetwork.ca/html/Entrepreneurs/alternatework.htm>)

SaskNetWork Finances for Entrepreneurs This site provides information on Finances, Business Organizations and Financial Help.

(<http://www.sasknetwork.ca/html/Entrepreneurs/finances.htm>)

SaskNetWork Labour Market Information This site provides information on Regional and Saskatchewan Information, Other provinces and Canada, Industry and Sector Information, and Occupational Information.

(<http://www.sasknetwork.ca/html/Entrepreneurs/lmient.htm>)

Business Startup Assistant: Saskatchewan – How to Start “This page provides general information and resources including checklists and guides for starting a business in Saskatchewan: General Information and Guides, Legal Aspects, Setting Up an Office, Buying a Business, Electronic Magazines and Portals, Organizations/Networks/Programs.”

(<http://bsa.canadabusiness.ca/gol/bsa/site.nsf/en/su07121.html>)

Business Startup Assistant: Saskatchewan - Home-Based Business “This page provides information and resources for establishing a home-based business in Saskatchewan: General Information and Guides, Electronic Magazines and

Portals, Organizations.”

(<http://bsa.canadabusiness.ca/gol/bsa/site.nsf/en/su07109.html>)

Starting a Business – Canada –Saskatchewan Business Centre This site provides information on the following topics: Where to Start, Business Registration, Regulations, Financing, Marketing and Human Resources.

(http://www.canadabusiness.ca/servlet/ContentServer?cid=1074266326222&pageName=CBSC_SK%2FCBSC_WebPage%2FCBSC_WebPage_Temp&c=CBSC_WebPage)

Saskbiz This site features economic and quality of life information about various communities. This information can be used to determine the viability of starting or expanding a business. (<http://www.saskbiz.ca/>)

Online Small Business Workshop This site features six comprehensive sessions: Starting with a Good Idea, Marketing Basics, Financing Your Business, Planning Fundamentals, Basic Regulations for Getting Started, Setting Up an E-Business: The Basics

(http://www.canadabusiness.ca/servlet/ContentServer?pagename=OSBW/CBSC_WebPage/CBSC_WebPage_Temp&cid=1102594891135&c=CBSC_WebPage&lang=en)

Women Entrepreneurs of Saskatchewan (<http://www.womenentrepreneurs.sk.ca/>)

Mentors, Ventures and Plans (<http://www.mvp.cfee.org/en/starthere.html>)

Canadian Intellectual Property Office This site provides information on trademarks, patents and copyright. (<http://www.cipo.ic.gc.ca/eic/site/cipoInternet-Internetopic.nsf/eng/Home?OpenDocument>)

Rocket Fuel for Your Biz “Rocket Fuel for Your Biz is divided into eight learning modules, each focusing on a different aspect of running your own small business as a self-employed individual. Each module is introduced by a video host, who will provide an overview and an explanation of important concepts.”

(<http://alis.alberta.ca/RocketFuel/>)

Industry Canada ebiz.enable This site provides information about operating an Internet business. (<http://www.ic.gc.ca/eic/site/ee-ef.nsf/eng/home>)

Appendix J

COMPLETING HIGH SCHOOL

COMPLETING HIGH SCHOOL

Government of Saskatchewan: Request for High School Transcripts (Gr 10, 11, 12)

This site provides information required to request high school transcripts in person, by mail or by fax.

(<http://www.education.gov.sk.ca/transcripts>)

Adult 12, GED, Basic Education 10 and English as a Second Language This site provides information about alternative options for achieving a Grade 12 diploma and other literacy skills.

(<http://www.sasknetwork.ca/html/Learners/educationtraining/finishhighschool.htm>)

SIAST This site lists the various secondary (high school) academic programs, such as Adult 12, GED, literacy and transitions, offered at all of the campuses.

(http://www.siastr.sk.ca/programs/basic_education/academic_programs.shtml)

Government of Saskatchewan This site lists the courses and number of credits required to complete high school.

(<http://www.gov.sk.ca/Default.aspx?DN=a7941fd1-6780-42ec-9762-434bf81230af>)

Core Curriculum: Principles, Time Allocations and Credit Policy This document describes the courses and number of credits required for students in the Regular Program, French Immersion Program and Fransaskois Program. .

(<http://www.gov.sk.ca/Default.aspx?DN=a7941fd1-6780-42ec-9762-434bf81230af>)

Prince Albert Grand Council: Credenda Virtual High School This site lists the courses available for Grade 10, 11 and 12. Students must register and pay tuition for each course.

(http://www.credenda.net/high_school_files/courses.htm#courseLists)

Masinahikana On-Line School This site provides information about distance education courses for Grade 10, 11 and 12 students in northern Saskatchewan.

(<http://school.edcentre.ca/>)

St John's Ambulance: High School Credit Workbook This site lists the requirements and responsibilities for a student to receive a special credit.
(<http://www.sja.ca/Saskatchewan/Training/AtWork/Pages/HighSchoolCreditWorkbook.aspx>)

Appendix K

SCHOLARSHIPS AND AWARDS

SCHOLARSHIPS AND AWARDS

Request for High School Transcripts (Grades 10, 11, and 12) A request may be made in person, by mail, or by fax. (<http://www.education.gov.sk.ca/transcripts>)

5 Steps to Winning Scholarships

<http://alis.alberta.ca/hs/fo/scholarships/5Steps.html>

SaskNetWork Database Master List Document

http://www.sasknetwork.ca/pdfs/Scholarships_2008.pdf

SaskNetWork Scholarship, Bursaries, Awards and Loans Database “The Scholarship, Bursaries, Awards and Loans database provides information on entrance awards which are available to prospective post-secondary students in Saskatchewan for enrolling in education and training programs in the province. These awards are available from business/industry, community and service clubs, professional associations, government, unions, post-secondary institutions and other organizations.” This site also contains important information about the process of applying for scholarships and awards.

<http://www.sasknetwork.ca/html/Learners/financialhelp/scholarships.htm>

ScholarshipsCanada.Com “Canada's scholarship website. **Sign in** above or **Sign up** to search through our extensive database to find scholarships, bursaries and grants. You'll also find information about student loans, applications and budget planning.” (<http://www.scholarshipscanada.com/>)

StudentAwards.com “Join today and find information on thousands of scholarships, grants and cash awards – all in one place, and always up to date.” The search engine will match a student profile with applicable awards and send the information to the member's private mail box. (<http://www.studentawards.com/>)

SaskNetWork Scholarship Search “The scholarship search engine allows you to find information on hundreds of scholarships offered to Saskatchewan students. To perform a search, please select at least one of the fields below. The more search fields you use the more you can narrow down your search.”

http://www.sasknetwork.ca/pls/saskjob/snw_scholarshipsearch.inquire

Association of Universities and Colleges in Canada This site contains numerous databases: Scholarships and Internships for Canadian Students, Scholarships for Children of Employees, Scholarships Requiring Special Membership.
(<https://juno.aucc.ca/wes/hes.aspx?pg=834&oth=&lg=1>)

Toyota Earth Day Scholarship Program “The Toyota Earth Day Scholarship Program encourages and rewards graduating Canadian high school students who have distinguished themselves through environmental community service, extracurricular and volunteer activities, and academic excellence.”
(www.earthday.ca/scholarship)

St. Thomas More College This site lists the scholarships, awards and bursaries that are available. (<http://www.stmcollege.ca/current-students/scholarships-bursaries-awards/entering-students.php>)

University of Regina – Entrance and Undergraduate Awards and Scholarships
(<http://www.uregina.ca/awards/scholarships/>)

The National Union’s Scholarship Program –
(http://www.nupge.ca/news_2008/n05no08a.htm)

Garfield Weston Award “The program is designed to recognize outstanding college-bound students who show a strong commitment to their fields of study and are interested in making positive contributions to their communities.”
(<http://www.garfieldwestonawards.ca/>)

SaskTel Scholarships and Bursaries (<http://www.sasktel.com/about-us/community-involvement/scholarships-bursaries/>)

Saskatchewan Golf Association “The SGA annually awards a number of scholarships to deserving student candidates who have made major accomplishments in golf in Saskatchewan. The scholarships are named for individuals who have made significant contributions to amateur golf in the province.”
(<http://www.saskgolf.ca/default.aspx?page=47>)

RBC Royal Bank Financial Lifeskills Scholarships “RBC Royal Bank Financial Lifeskills Scholarships are designed for students in any stream pursuing studies in any field. We're looking to honour hard work, innovation and solid career direction.” (<http://www.rbcroyalbank.com/lifeskills/>)

Saskatchewan Safety Council “The recipient of the scholarship must be a Saskatchewan resident who is taking a college or university level safety program. Applicants must submit responses to selected questions along with their application.” (<http://www.sasksafety.org/donnelly.php>)

Saskatchewan Hockey Association Scholarship The SHA annually awards eleven \$1000 scholarships to graduating high school students who have been members of the SHA and will be attending a post secondary institution in Saskatchewan. (http://www.sha.sk.ca/index.php?option=com_content&task=view&id=8&Itemid=17)

SGI Corporate Scholarship Program “Eight (8) \$2,500 scholarships are awarded each year – four (4) to university students and four (4) to students attending a technical institute. Recipients may receive only one SGI scholarship during their studies. Two (2) scholarships will be awarded exclusively to diversity candidates. The other six (6) scholarships are open to non-diversity and diversity candidates.” (http://www.sgi.sk.ca/sgi_pub/in_your_community/sgi_scholarships/sgi_corporate.html)

The Wendy’s Classic Achiever Scholarship Program “The Wendy’s Classic Achiever® Scholarship Awards Program exists: to recognize graduating Canadian high school students like you who excel in academics, extracurricular activities and community service. And to encourage you to keep up the good work as you advance to college or university.” (<http://www.wendysclassicachiever.ca/about.asp?language=1>)

University of Saskatchewan Greystone Scholarship “Grade 12 students, who in grade 11 achieved an average of 95% or higher, are eligible for nomination to the Greystone Scholars Society. Students must be enrolled in a Canadian high school or be a Canadian citizen enrolled at an international high school. This nomination can be submitted by the nominee or a member of the school staff.” (<http://explore.usask.ca/moneymatters/greystone/>)

Loran Awards “The Canadian Merit Scholarship Foundation grants Loran Awards to talented young Canadians on the basis of character, service and leadership potential. A Loran Award includes four years of funding for undergraduate studies and a comprehensive enrichment program.” (<http://www.loranaward.ca/>)

Saskatchewan School Boards Association Education Scholarship “Each year the Saskatchewan School Boards Association awards two \$1,000.00 scholarships to graduating high school students who remain in Saskatchewan in post-secondary study: **University Scholarship**: \$1000 for a student entering university in Saskatchewan. **Applied Science and Technology Scholarship**: \$1000 for a student entering a recognized institute of applied science and technology in Saskatchewan. Scholarship recipients are selected on the basis of demonstrated good character, community leadership, financial need, and a 500-word essay. The application deadline is August 31 each year.” (<http://www.saskschoolboards.ca/index.php?id=aboutus-educationscholarships>)

Terry Fox Humanitarian Award This award is based on the highest ideals and qualities of citizenship and humanitarian service while pursuing excellence in academics, amateur sports, fitness, health and community service. (www.terryfox.org)

Re/Max Quest for Excellence Bursary Program ReMax offers twenty-four \$500 bursaries to Grade 12 students in Western Canada. The program encourages students to submit an essay online based on their interest and passion for a select subject. (<http://www.remax-western.ca/quest-excellence>)

TD Canada Trust Scholarships for Community Leadership “The TD Canada Trust Scholarship for Community Leadership rewards students who have shown leadership in many areas including environmental cleanup, the promotion of social justice, and the fight against child poverty, to name just a few.” (<http://www.tdcanadatrust.com/scholarship/>)

TelecomPioneers Scholarship “The TelecomPioneers Scholarship Program is designed to further the organization's education focus and its efforts to build healthy communities through individual and family involvement in community service. The program is open to high school seniors who are family members of Regular Members, Life Members, Associate Members and Honorary Members of TelecomPioneers. “ (<http://www.sasktelpioneers.com/programs/bursaries.shtml>)

Herbert H. Carnegie Future Aces Foundation “Annually, the Herbert H. Carnegie Future Aces Foundation offers scholarships to students from across Canada who exhibit exemplary citizenship qualities and who are in need of financial assistance to further their educational goals.” (http://www.futureaces.org/about_our_scholarships.php)

University of Saskatchewan Competitive Entrance Award “Competitive Entrance Awards are based on academic achievement, financial need, and contributions to school and community life. These awards also recognize particular backgrounds, acknowledge contributions to certain clubs, and reward achievement in music or athletics.” (<http://explore.usask.ca/moneymatters/awards/>)

Alberta Centennial Scholarship “The scholarship is available annually to 25 Saskatchewan full-time students that are entering post-secondary studies at a SIAST campus, University of Regina or the University of Saskatchewan. The intent of the award, valued at \$2,005 each, is to provide financial assistance to entering full-time students who may experience financial difficulty during the course of their studies.” (<http://www.aeel.gov.sk.ca/Default.aspx?DN=1539,1509,104,81,1,Documents>)

Appendix L

FINANCES

FINANCES

BUDGETS, STUDENT LOANS, GRANTS, SAVINGS PLANS, TAXES

University of Regina - Creating a Budget This document lists the steps required to prepare a budget in order to determine the amount of finances required. It also lists some tips and alternatives to lessen the financial burden.
(<http://www.uregina.ca/awards/loans/CreatingBudget.pdf>)

TD Bank Student Budget Planner This site has an interactive student budget planner that can readjust category amounts to create a balanced budget.
(<http://www.tdcanadatrust.com/student/stbud.jsp>)

Scotia Bank Create a Budget “Scotiabank offers useful tools that help you balance your budget, pay for school, and accommodate for unexpected expenses.”
(<http://www.fundyourfuture.ca/manageyourmoney/createbudget.aspx>)

Cost Breakdown This site describes the various expenses associated with post secondary education. It also has an interactive Education Cost Planner that can be used to estimate the cost of your post-secondary education.* Taking your choice of program and all other expected costs into consideration, this tool allows you to compare up to three different options.
(<http://www.canlearn.ca/eng/postsec/cost/cbr.shtml>)

Budget Estimator The Budget Estimator estimates the Monthly Cost of Living as well as the resources that are available for financing your education.
(<http://tools.canlearn.ca/cslgs-scpse/cln-cln/40/fp-pf/fp-pf.be.do>)

Online Budget Planner This site offers an interactive tool to estimate the expenses associated with post secondary education. (<http://tools.canlearn.ca/cslgs-scpse/cln-cln/40/fp-pf/fp-pf.obp.do>)

Money 101 This is a comprehensive guide that explains strategies for budgeting, as well as various options for financing post-secondary education.
(<http://alis.alberta.ca/pdf/cshop/money101.pdf>)

The Money Belt “**The Money Belt** is your gateway to financial learning. Here, you can build your knowledge and confidence in handling finances and situations involving decisions about money. It's the place to get practical tips and test what you know — and don't know — about managing money without the risks and consequences

you would encounter in real life.”

(<http://www.themoneybelt.gc.ca/belt-clip-eng.asp>)

Master List of Designated Educational Institutions for Student Loans “The Master List of Designated Educational Institutions is updated regularly and contains all the educational institutions where students are eligible to receive Canada Student Loans. Each institution has its assigned four-digit Educational Institution Code and their name and address.”

(<http://www.canlearn.ca/eng/main/ldi.shtml>)

Needs Assessment Tables for Full-Time Loans This site offers information about the different criteria assessed to determine the amount of loan.

(http://www.hrsdc.gc.ca/eng/learning/canada_student_loan/policies/nat/index.shtml)

Student Loan Handbook This comprehensive handbook outlines the steps involved in career planning, financial planning, financial assistance available and applying for a student loan.

(<http://www.aeel.gov.sk.ca/Default.aspx?DN=78df2ce0-c6cd-40b1-bf2c-b4a1c4675cb7>)

Student Financial Assistance Estimator “The Student Financial Assistance Estimator is an interactive web application that can be used by full-time students to estimate their annual student loan amount.”

(<http://tools.canlearn.ca/cslgs-scpse/cln-cln/40/sfae-eafe/sfae-eafe-0-eng.do>)

Student Loans Application Information about how to apply, the type of student category designation, eligibility, assistance and benefits available, and repaying your loans. The site has tutorials to assist with the student, the parent and the spouse portions of with the on-line application.

(<http://www.aee.gov.sk.ca/student-loans>)

Student Financial Assistance Branch

Ministry Advanced Education, Employment and Labour

4635 Wascana Parkway

Regina SK S4P 3V7

Telephone: 306-787-5620 (in Regina area or outside Canada)

Toll Free: 1-800-597-8278

<http://www.aee.gov.sk.ca/student-loans>

The National Student Loans Service Centre Students must register to gain access to information and details about their student loans: “Check the status of your student loan, Check the balance of your loan(s), Review details of new loans you've recently received, Update your Mailing and Permanent Addresses and other contact information on-line, Review your loan payment and transaction history,

Receive helpful information about your loan in your Personal Message Centre.”
(<https://nslsc.canlearn.ca/eng/default.aspx>)

Managing Your Loans While At School This site offers an overview of the responsibilities associated with having a student loan and advice for different scenarios. (
<http://www.canlearn.ca/eng/postsec/manage/index.shtml>)

Paying Back Loans This site explains where to make payments, when to make payments, and how to make payments.
(<http://www.canlearn.ca/eng/after/payingback/index.shtml>)

Need Help Repaying Your Student Loan? This site provides information about the options available for renegotiating payments.
(<http://www.canlearn.ca/eng/after/repaymentassistance/index.shtml>)

Loan Repayment Calculator “The Loan Repayment Calculator can help you estimate the monthly payments you’ll need to make to repay your Canada Student Loan or other government student loans. All you need to do is type in the settings for your specific loan.” (<http://tools.canlearn.ca/cslgs-scpse/cln-cln/40/crp-lrc/af.nlindex-eng.do>)

Registered Education Savings Plan (RESP) This site describes this special tax-free savings plan as well as how to use it.
(<http://www.canlearn.ca/eng/saving/resp/index.shtml>)

Canada Education Savings Grant The Canada Education Savings Grant is additional money contributed by the government to an RESP. This site explains the eligibility requirements as well as how to apply for the grant.
(<http://www.canlearn.ca/eng/saving/cesg/index.shtml>)

Canada Learning Bond The Canada Learning Bond is additional money that may be available for an RESP, depending upon the age of the student and the financial need.
(<http://www.canlearn.ca/eng/saving/clb/index.shtml>)

Canada Student Grant Program This site lists all of the student grant available.
(http://www.hrsdc.gc.ca/eng/learning/canada_student_loan/cgsp.shtml)

Grant for Students from Low-Income Families
(<http://www.canlearn.ca/eng/postsec/money/grants/glif.shtml>)

Grant for Students from Middle-Income Families
(<http://www.canlearn.ca/eng/postsec/money/grants/gmif.shtml>)

Grant for Students with Dependents

(<http://www.canlearn.ca/eng/postsec/money/grants/gsd.shtml>)

Grant for Part-Time Studies

(<http://www.canlearn.ca/eng/postsec/money/grants/gpt.shtml>)

Grant for Part-Time Student with Dependents

(<http://www.canlearn.ca/eng/postsec/money/grants/gptd.shtml>)

Grant for Students with Permanent Disabilities

(<http://www.canlearn.ca/eng/postsec/money/grants/gpd.shtml>)

Grant for Services and Equipment for Students with Permanent Disabilities

(<http://www.canlearn.ca/eng/postsec/money/grants/gsepd.shtml>)

Apprenticeship Incentive Grant

(<http://www.servicecanada.gc.ca/eng/goc/incentivegrant.shtml>)

Apprenticeship Completion Grant (<http://www.servicecanada.gc.ca/eng/goc/aig/safa-acg-eng.shtml>)

Other Loans This site describes the availability of Emergency Loans, explains the difference between government loans and financial institution loans, and provides tips for negotiating a loan.

(<http://www.canlearn.ca/eng/postsec/money/other/index.shtml>)

Students and Income Tax This document outlines the steps required to file a return, types of income, common deductions and tax credits.

(<http://www.cra-arc.gc.ca/E/pub/tg/p105/p105-08e.pdf>)

Canada Revenue Agency The Canada Revenue Agency web site has all the information that student loan borrowers need in order to file their income taxes. Topics include common tax credits and deductions, the types of documents to include when filing taxes, as well as guides and publications.

(<http://www.cra-arc.gc.ca/tx/ndvdl/sgmnts/stdnts/menu-eng.html>)

Canadian Forces Recruiting: Subsidized Education “If you are interested in attending a technical college or university but are worried about the cost of tuition, we have a plan for you. The Canadian Forces offer outstanding education and training opportunities: you will receive a salary while going to school; your tuition, books and academic equipment will be funded for the duration of the program; you will have a guaranteed job in between academic years.”

(http://www.forces.ca/html/subsidizededucation_en.aspx)

Appendix M

ABORIGINAL RESOURCES

ABORIGINAL RESOURCES

Aboriginal Canada Portal: Financial Assistance This site lists the different scholarships, grants and bursaries that are available.

<http://www.aboriginalcanada.gc.ca/acp/site.nsf/en/ao20011.html>

Indian and Northern Affairs Canada: Post Secondary Education This site describes the supports programs (tuition, travel, living expenses) and the University College Entrance Preparation Program <http://www.ainc-inac.gc.ca/edu/ep/pse-eng.asp>

Youth Canada This site is a portal to numerous links for aboriginal resources.

<http://www.youth.gc.ca/eng/home.shtml>

Building Environmental Aboriginal Human Resources (BEAHR) This site provides information about environmental career opportunities.

<http://www.beahr.com/default.aspx?language=0>

“The National Aboriginal Achievement Foundation (NAAF) offers financial awards to First Nations, Inuit, and Metis students through bursaries and scholarships.”

www.naaf.ca/html/education_programs_e.html

National Aboriginal Achievement Foundation Building Brighter Futures Bursary & Scholarship Awards for First Nation, Metis and Inuit Students 2009/2010

<http://www.naaf.ca/docs/e/BBF%20FINAL.pdf>

“Aboriginal Business Canada is a program of Indian and Northern Affairs Canada (INAC). Working with clients and partners, we provide a range of services and support that is helping to promote the growth of a strong Aboriginal business sector in Canada. Our support varies depending upon the needs of the client, the availability, and sources of funding, the eligibility of costs, the economic benefits, and the reasonableness and timing of financial returns on investment.” www.ainc-inac.gc.ca/e cd/ab/abc/abcnu-eng.asp

Aboriginal Bursary System The purpose of the Aboriginal Bursary System is to provide Aboriginal students with a valuable tool to facilitate their pursuit of post-secondary studies. These awards are made available by various organizations and institutions. Bursaries may be searched by regions, disciplines, providers and key words. <http://pse-esd.ainc-inac.gc.ca/abs/main.asp?lang=E>

Aboriginal Training Program in Museum Practices “The Aboriginal Training Program in Museum Practices provides Aboriginal people with professional and technical training in museum practices as well as internship opportunities at the Canadian Museum of Civilization.”

(www.servicecanada.gc.ca/eng/goc/aboriginal_training_museum.shtml)

Bold Eagle Program “The Bold Eagle Program provides Aboriginal youth with summer employment that offers a combination of military training and First Nations cultural awareness. The Program provides participants with transportation to and from Wainwright, Alberta, military equipment and clothing, meals and accommodation and a standard rate of pay for a private (recruit).”

(www.servicecanada.gc.ca/eng/goc/bold_eagle.shtml)

Canadian Forces Aboriginal Entry Program “The Canadian Forces Aboriginal Entry Program aims to facilitate the selection and enrolment of Aboriginal people who are interested in full-time employment in the Canadian Forces by acquainting them with military training prior to making a formal commitment to enlist.”

(www.servicecanada.gc.ca/eng/goc/cf_aboriginal_entry.shtml)

Legal Studies for Aboriginal People Program “The Legal Studies for Aboriginal People Program promotes the equitable representation of Aboriginal people in the legal profession by providing bursaries to Métis and non-status Indians who wish to attend law school.”

(www.servicecanada.gc.ca/eng/goc/legal_studies_aboriginal.shtml)

Post-Secondary Student Support Program “The Post –Secondary Student Support Program provides financial assistance to First Nation and Inuit students who are pursuing post-secondary education.”

(www.servicecanada.gc.ca/eng/goc/post_secondary_support.shtml)

University College Entrance Preparation Program (UCEP) “The University College Entrance Preparation Program (UCEP) provides financial assistance for the equivalent of one year to eligible First Nation and Inuit students to enable them to attain the academic level required for admittance to post-secondary education programs.” (www.servicecanada.gc.ca/eng/goc/ucep.shtml)

Guiding Circles “Helping Aboriginal people discover their career potential, one story at a time”. Guiding Circles is an interactive, flexible, and fun holistic career development program designed to guide individuals toward career paths. The workbooks combine a traditional Aboriginal worldview with contemporary career development concepts to help you achieve career satisfaction, break down cultural barriers, and better understand Aboriginal workforce challenges.”

(www.aboriginalhr.ca/en/programs/guidingcircles)

Inclusion Network - Canada’s Aboriginal Job Site “Connecting employers and educators directly to the Aboriginal talent pool, and over 400 Aboriginal

employment centres. With hundreds of registered employers and more than 3,000 registered Aboriginal job seekers, the Inclusion Network is fast becoming the preferred electronic choice for locating Aboriginal talent in Canada.”

(www.aboriginalhr.ca/en/programs/inclusionnetwork)

Aboriginal Construction Careers “The Construction Sector Council created **AboriginalConstructionCareers.ca** to provide young Aboriginal Canadians with information that can help them choose the right career path.”

(<http://www.aboriginaltrades.ca/en/node/85>)

Aboriginal Job Seeker “Employment opportunities are available for browsing by Aboriginal job seekers from the Web site. They may search the job postings by location, job sector, or keywords. Opportunities from across Canada are added to the site daily!”

(www.aboriginalcanada.gc.ca/abdt/apps/aboriginalemloyment.nsf/fJSHomeEn?OpenForm&lang=en)

The Job Search Tool Kit for Aboriginal Youth “There are some exercises to help you discover your own personality, skills and talents (including ones you might not know are there). Then there is a section on the job market, with suggestions for you to follow up in your own province or territory. In the practical sense, there is information on how to apply for that job - writing a résumé and cover letter, and going for an interview. Then when you get the job (and you will, with patience and perseverance), there are some suggestions for your first day on your new job. There are even tips on how to make yourself indispensable to your employer. Finally there is a section on becoming an entrepreneur - how to figure out whether you have what it takes, as well as some information on where you can get more help and information.”

(<http://www.ainc-inac.gc.ca/edu/ep/ys/tk-eng.pdf>)

E-Spirit National Aboriginal Youth Business Plan Competition

“E-Spirit is about making a "human capital investment" that will provide the participant with valuable skills needed for today's marketplace. Assisting students today, while still in high school, gives them time and the information they require to make informed choices about their education and career paths. This program is designed to increase Aboriginal youth participants' awareness of entrepreneurial/business opportunities, management/business skills, and e-commerce and technological capacities. Cash prizes, computers, cool Websites and resources, a chance to meet other students online and in person, recognition and awards are just some of the features of this initiative.”

(www.bdc.ca/espirit/en/default.htm?iNoC=1)

Mining Industry Human Resource Portal for Aboriginal Communities “This portal, along with The Mining Industry Human Resource Guide for Aboriginal Communities is intended to be a resource for Aboriginal community organizations, career planners and practitioners, community leaders and individuals. The portal

provides basic information about career opportunities and training/education requirements for individuals considering employment in mining. It includes a sample of job profiles of individuals employed in various mining activities and in positions with a range of skill requirements.”

(www.aboriginalmining.ca/en/index.asp)

Building Environmental Aboriginal Human Resources (BEAHR) “Wondering if a career in the environmental sector is right for you? Aboriginal EnviroCareers will help you decide! Through interest matching, occupational profiles, role models and career planning tools, you’ll be sure to find what you need to make your EnviroCareer choice.” (<http://www.beahr.com/students.aspx?language=0>)

Aboriginal Multi Media Society Association: Aboriginal Scholarships/ Bursary Guide

This site provides links to numerous scholarships and bursaries.

(<http://www.ammsa.com/ammsabursary.html>)

CN Aboriginal Award “CN offers a variety of scholarships in Canada and the United States for children of its employees. CN makes awards available to Inuit, status or non-status Indian or Métis students entering or enrolled full-time in a post-secondary program in Canada that leads to a career in the transportation industry. This includes fields such as engineering, business, computer science, communications and technical studies.” (<http://www.cn.ca/en/careers-offer-scholaships-aboriginal-awards.htm>)

Aboriginal Bursary System The purpose of the Aboriginal Bursary System is to provide Aboriginal students with a valuable tool to facilitate their pursuit of post-secondary studies. These awards are made available by various organizations and institutions. Bursaries may be searched by regions, disciplines, providers and key words. (<http://pse-esd.ainc-inac.gc.ca/abs/main.asp?lang=E>)

Canada Post Aboriginal Education Incentive Award The **Aboriginal Education Incentive Award** (AEIA) celebrates the hard work and determination of Aboriginal people who have overcome personal, economic or social adversity in their pursuit of learning. If you have committed to furthering your education and have completed a year in an educational program, you may qualify.

(<http://www.canadapost.ca/cpo/mc/aboutus/community/aboriginaleducation/default.jsf?LOCALE=en>)

RBC Aboriginal Student Awards Program “The RBC Aboriginal Student Awards Program was launched in 1992 to assist Aboriginal students to complete post-secondary education, and provide an opportunity for RBC to strengthen its relationship with the Aboriginal community. Selected students are awarded up to \$4,000 each academic year for a maximum of four years to use towards tuition, textbooks, supplies and living expenses.”

(http://www.rbc.com/careers/aboriginal_student_awards.html)

Aboriginal Youth Financial Management Conference Awards “The AFOA-Grant Thornton Aboriginal Youth Financial Managements Awards are open to First Nation youth in grades 11 and 12. Winners attend AFOA's National Conference and participate in a special Youth program designed to introduce youth to careers in Aboriginal finance and management.” Applicants must submit an essay on a designated topic. (http://www.afoa.ca/afoa/awards_youth_management.asp)

CIC Aboriginal Bursary University of Regina Award Amount: \$5,000.00 Applicants must submit a statement of contributions to date with respect to leadership, management experience, and community service, a statement of career goals and future employment plans, and a statement of financial need. Deadlines: July 1 for Fall and November 1 for Winter semesters. (<http://www.afoa.ca/afoa/saskatchewan.asp>)

The Circle of Founders Aboriginal Graduate Program Bursary Fund University of Saskatchewan Award Amount: \$500.00 Value ranges from \$500-3000. “Open to Aboriginal students enrolled in the MBA program. Students must demonstrate that they will successfully complete one full term of MBA studies and will continue on with studies in the second term. Apply to the Associate Dean, Research and Graduate Programs, College of Commerce” (<http://www.afoa.ca/afoa/saskatchewan.asp>)

Dr. Edward Wolstein Award for Students of Aboriginal Ancestry University of Regina Award Amount: \$3,750.00 “Awarded to a full-time student who has completed 60 credit hours. Paid in two equal instalments. Must be enrolled in a minimum of 12 credit hours in each of the semesters in which award is given. Minimum TGPA of 65% in the Fall semester is required for second instalment. (<http://www.afoa.ca/afoa/saskatchewan.asp>)

First Nations Single Parent Health Careers Bursary “This program will give out a minimum of five \$1,000 cash bursaries to First Nation students currently enrolled and attending health related post-secondary programs during the 2009-2010 school year, who are single parents and in need of financial support.” (www.naho.ca/firstnations/english/youth_bursary.php)

Nexen Inc. Aboriginal Education Award Program SIAST Kelsey Campus “For students of Aboriginal ancestry pursuing studies in engineering, geology, geophysics, petroleum management and business. Apply to Kelsey campus student awards office. (<http://www.afoa.ca/afoa/saskatchewan.asp>)

Foundation for the Advancement of Aboriginal Youth “Bursaries — the only national Aboriginal program that provides \$750 to students pursuing a high school diploma as an incentive to stay in school. Scholarships — provides a minimum amount of \$2,500 and is available to students pursuing a post-secondary education in any discipline.” (<http://www.ccab.com/faay.html>)

Aboriginal Business Mentorship Program “CCAB’s Mentorship program provides Aboriginal business owners with a mentoring experience that guides and supports them as they identify and pursue their business goals.”
(<http://www.ccab.com/mentoring.html>)

Gil Purcell Memorial Journalism Scholarship for Native Canadians “To encourage native Canadians to pursue a career in journalism through study at a Canadian postsecondary institution.
“(a href="http://www.thecanadianpress.com/uploadedFiles/About_CP/Careers/Gillis_Purcell_Scholarship_Application.pdf">http://www.thecanadianpress.com/uploadedFiles/About_CP/Careers/Gillis_Purcell_Scholarship_Application.pdf)

Helen Bassett Commemorative Student Award “Every year the NWAC Youth Department and Youth Council coordinate the Helen Bassett youth award given to four young Aboriginal women in the amount of \$1,000 each.” (<http://www.nwac-hq.org/en/youthscholars.html>)

Legal Studies for Aboriginal People Program “To promote equitable representation of Aboriginal people in the legal profession by providing financial assistance to those enrolled in a pre-law program or a law program in Canada.
(<http://www.justice.gc.ca/eng/pi/pb-dgp/prog/lsap-aeda.html>)

Post Secondary Scholarship Program “Aboriginal students enrolled, or accepted for enrolment, as full-time or part-time post-secondary studies of two or more academic years in duration which are recognized by Canadian and foreign post-secondary institutions, in fields of studies that support and contribute to Aboriginal self-government and economic self-reliance can apply directly to the National Aboriginal Achievement Foundation.”
(<http://www.canadianheritage.gc.ca/pgm/pa-app/pgm/pbep-pssp/index-eng.cfm>)

Indian and Northern Affairs Canada Post-Secondary Student Support Program
“Tuition support for part-time and full-time students that may include fees for registration, tuition and the cost of books and supplies required for courses.
Travel support for students who must leave their permanent place of residence to attend college or university. Students may qualify for a grant to return home once every semester. This grant also covers any dependents who live with the student.
Living expenses for full-time students to help cover the costs of food, shelter, transportation and day care.” (<http://www.aincinac.gc.ca/edu/ep/pse-eng.asp>)

Indian and Northern Affairs Canada University College Entrance Preparation Program “Financial assistance for students with the cost of tuition fees, books and travel, and living allowances, when applicable. Financial assistance for Status Indian and Inuit students enrolled in university and college entrance preparation programs, to help them achieve the academic level required to enter degree and diploma programs.” (<http://www.ainc-inac.gc.ca/edu/ep/pse-eng.asp>)

Aboriginal Skills Development Program - Federal Student Work Experience Program (FSWEP) Participation of Aboriginal students through the Aboriginal Skills Development Program - Federal Student Work Experience Program (ASDP) will broaden their opportunities across the federal Public Service not only as students, but also for indeterminate employment upon completion of school and/or provide them with skills and experience that they may choose to take to an Aboriginal government. (<http://www.aincinac.gc.ca/emp/ae/ase-eng.asp>)

St. Thomas More College This site lists the scholarships, awards and bursaries that are available for aboriginal students who are entering or continuing to study within the college. (<http://www.stmcollege.ca/current-students/scholarships-bursaries-awards/aboriginal-students.php>)

RBC Aboriginal Students Awards Program “Awards are distributed in two categories: For students majoring in disciplines related to the financial services industry; For students majoring in disciplines unrelated to the financial services industry.” (http://www.rbc.com/careers/aboriginal_student_awards.html)

The National Union’s Scholarship Program – Scholarship for Aboriginal Canadians (http://www.nupge.ca/news_2008/n05no08a.htm)

SaskTel Metis Scholarship (<http://www.sasktel.com/about-us/community-involvement/scholarships-bursaries/sasktel-metis-scholarship.html>)

SaskTel and Saskatchewan Indian Institute of Technologies Scholarships “The Saskatchewan Indian Institute of Technologies (SIIT) and SaskTel have jointly established six scholarships valued at \$1500 to encourage Aboriginal students to pursue post-secondary education in fields directly related to telecommunications.” (<http://www.sasktel.com/about-us/community-involvement/scholarships-bursaries/siit-scholarships.html>)

SGI Corporate Scholarship Program “Eight (8) \$2,500 scholarships are awarded each year – four (4) to university students and four (4) to students attending a technical institute. Recipients may receive only one SGI scholarship during their studies. Two (2) scholarships will be awarded exclusively to diversity candidates. The other six (6) scholarships are open to non-diversity and diversity candidates.” (http://www.sgi.sk.ca/sgi_pub/in_your_community/sgi_scholarships/sgi_corporate.html)

James Dickson Scholarship “This \$500 scholarship is available annually to a graduating Grade 12 Saskatchewan student of **black ancestry**. If no award is made during one year, two awards may be made during the following year.” (<http://www.aeel.gov.sk.ca/Default.aspx?DN=1539,1509,104,81,1,Documents>)

D.R. Simmons Memorial Scholarships “There are two scholarships of \$500 available annually to graduating Grade 12 Saskatchewan students of First Nations or Métis

ancestry who are continuing studies at the post-secondary level.”

(<http://www.aeel.gov.sk.ca/Default.aspx?DN=1539,1509,104,81,1,Documents>)

University of Regina Aboriginal Career Centre “The Aboriginal Career Centre has been established to provide support and to work beside Aboriginal students so they can attain career-related work experience and to provide career-related transitioning for when they graduate.”

(<http://www.uregina.ca/acc/index.html>)

Prince Albert Grand Council: Bobby Bird Memorial Awards: An award is available for a student in Grade 9, 10, 11 and 12. The criteria are Academic Achievement, Attendance, First Nations Language, Traditional/Cultural Skills, Effort, Athletics, Special Talent/Activities, and Community Service.

Saskatchewan Indian Institute of Technologies “SIIT collaborates with the provincial universities and other educational institutions to deliver diploma (two years), certificate (one year) and trades programs. A variety of academic and personal upgrading programming options are available for First Nations adults, ranging from literacy programming to Adult Grade 12 to post-secondary preparation programs at SIIT.”

(<http://www.siiit.sk.ca/AboutSIIT.html>)

Gabriel Dumont Institute of Native Studies and Applied Research The institute offers entrance, undergraduate, graduate, graduation, loan remission and special scholarships. (<http://www.gdins.org/NapoleonLaFontaine.shtml>)

Appendix N

DISABILITIES RESOURCES

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School to Life Transition Manual: 5 Steps to Successful Planning Saskatchewan Association for Community Living: Revised Edition ©2007 “This Handbook will help young people with intellectual disabilities in transition and their families plan for their future as they move through school and into the adult world. Steps, worksheets, and personal stories are featured throughout.” (<http://www.sacl.org/docs/School%20to%20Life%20Transition%20Manual.pdf>)

Transition Planning Guide: For Students With Disabilities and Their Families This comprehensive guide and workbook provides valuable information about how to adjust to secondary and post-secondary education and training. (http://www.alis.gov.ab.ca/pdf/disabilities/transguidedisabilitystudent_English.pdf)

Youth2youth “This site has been developed by young people just like you with learning disabilities. This is our site - a place for us and our friends. High school to post-secondary and beyond is complicated. This website will provide you with information and answers on how to get there and what supports you'll need during your journey, so you can be successful.” (<http://www.youth2youth.ca>)

“Employment Assistance for People with Disabilities (EAPD) Program provides funding to assist adults with disabilities to prepare for, secure and maintain employment. Various supports are offered, including training-on-the-job, vocational and work assessments, psycho-educational assessments, job coaching, support for employers and disability-related costs in a wide variety of post-secondary education and training programs.” (www.aeel.gov.sk.ca/eapd)

“Workink is an online career development and employment portal for Canadians with disabilities. It provides job search tools, career guidance and resources pertaining to education and employment.” (www.workink.com)

“Opportunities Fund for Persons with Disabilities is a program designed to help people with disabilities prepare for and obtain employment or self-employment. It also assists people to develop the skills they need to keep a new job. The Opportunities Fund supports a variety of activities, in partnership with organizations including with the private sector, to help people with disabilities overcome the barriers they may face as they enter the job market.”

(http://www.hrsdc.gc.ca/eng/disability_issues/funding_programs/opportunities_fund/index.shtml)

“Entrepreneurs with Disabilities Program offers information on the services available to entrepreneurs with disabilities who live in western Canadian communities and who are seeking to start up or expand a small or medium-sized business.” (www.servicecanada.gc.ca/eng/goc/entrepreneurs_disabilities.shtml)

“Skills Link provides a client-centred approach based on an assessment of the specific needs of individual youth. The program supports youth in developing basic and advanced employment skills. Participants benefit from a coordinated approach, providing longer term supports and services that can help them find and keep a job.” (<http://www.servicecanada.gc.ca/eng/epb/yi/yep/newprog/skillslink.shtml>)

“The National Educational Association of Disabled Students (NEADS) Online Work System (NOWS) is a bilingual, free, online tool where employers can post opportunities and search for job-ready candidates with disabilities. These candidates are either students or graduates who self-identify as having a disability/impairment. It also allows post-secondary students or recent graduates with disabilities to upload their resumes, as well as search and apply online for internships and employment.” (<http://www.nows.ca/st/index.php?lang=EN>)

“Ability Edge is an internship program specifically designed for university, college and high school graduates with disabilities. Through Ability Edge’s six, nine or 12-month internships, graduates with disabilities obtain meaningful work experience at a variety Canadian organizations. Ability Edge internships are in a wide range of fields, such as finance, marketing, human resources and computer science.” (<http://www.abilityedge.ca/becomeintern.asp?language=1>)

SIAST Kelsey Campus: Transition to Post-Secondary Education and Employment

The purpose of the program is “to provide adults with LD or ADHD with necessary skills and strategies in order to create independent learners in a post-secondary or employment setting.”

(http://www.siastr.sk.ca/programs/basic_education/documents/Basic_Ed-Transition_to_Post-Sec-Brochure2_3_.pdf) An application form is available at http://www.siastr.sk.ca/programs/basic_education/documents/Basic_Ed-Transition_to_Post-Sec-Application.pdf

SIAST Woodland Campus: Ways to Work “Ways to Work provides pre-employment and employment skills, on-site training experiences and opportunities that may lead to competitive community employment. It consists of life and living skills training, workplace literacy training, job readiness and work placements.” (http://www.siastr.sk.ca/programs/basic_education/readiness_bridging.shtml)

“The Canada Access Grant for Students with Permanent Disabilities is awarded to high-need students with permanent disabilities who must cover the cost of

educational and living expenses that exceeds the amount covered by Canada Student Loan and provincial financial assistance.”

(http://www.servicecanada.gc.ca/eng/goc/access_grant_disabilities.shtml)

The Canada Study Grant for the Accommodation of Students with Permanent Disabilities can provide up to \$8,000 per loan year to help pay for exceptional education-related costs associated with your disability. These costs may include tutors, oral or sign interpreters, attendant care for studies, specialized transportation (to and from school only), note takers, readers and brailers.”

(www.hrsdc.gc.ca/eng/learning/canada_student_loan/grant2.shtml)

“An Accelerated Repayment Assistance Plan will be available to borrowers with a permanent disability. For the first time, Canada Student Loans will offer repayment assistance designed for borrowers with a disability.” The government may also provide immediate forgiveness of student loans for borrowers who have a permanent disability that will prevent them from never being able to repay their loan. (www.hrsdc.gc.ca/eng/learning/canada_student_loan/grant2.shtml)

The Permanent Disability Benefit (PDB) allows for the reduction of loans if a student has a permanent disability and is experiencing exceptional financial hardship repaying the Canada Student Loan(s) due to your disability, you may qualify for the Permanent Disability Benefit (PDB) which allows for the reduction of your loans.

(www.hrsdc.gc.ca/eng/learning/canada_student_loan/permanent_disability.shtml)

“A Registered Disability Savings Plan (RDSP) is a savings plan that is intended to help parents and others save for the long-term financial security of a person who is eligible for the Disability Tax Credit.” (www.cra-arc.gc.ca/tx/ndvdl/tpcs/rdsp-reei/menu-eng.html)

“What Can Persons with a Disability Claim as Tax Deductions or Credits? If you are a person with a disability or you support someone with a disability, you may be able to claim on your tax return the deductions and tax credits listed.”

(<http://www.cra-arc.gc.ca/tx/ndvdl/sgmnts/dsblts/ddctns/menu-eng.html>)

“Federal Excise Gasoline Tax Refund Program If you are medically certified as having a permanent mobility impairment, and you cannot safely use public transportation you can apply for a refund of part of the federal excise tax on the gasoline you buy.” (www.cra-arc.gc.ca/tx/ndvdl/sgmnts/dsblts/xcs-tx/menu-eng.html)

“Customs information The *Customs Tariff* provides for duty-free entry of goods (and the articles and materials used in those goods) that are specifically designed for use by persons with disabilities.”

(www.craarc.gc.ca/tx/ndvdl/sgmnts/dsblts/cstms/menu-eng.html)

“Incremental cost of Gluten-Free (GF) products an eligible medical expense Persons who suffer from celiac disease (gluten intolerance) are entitled to claim the incremental costs of purchasing gluten-free (GF) products as a medical expense.” (<http://www.cra-arc.gc.ca/tx/ndvdl/tpcs/clc-eng.html>)

GST/HST information describes some of the goods and services used by persons with disabilities that are supplied exempt from or zero-rated for the goods and services tax/harmonized sales tax (GST/HST). (www.craarc.gc.ca/tx/ndvdl/sgmnts/dsblts/gsthst-tpstvh/menu-eng.html)

“Community Volunteer Income Tax Program If you need help to complete your tax return, your income is low, and your tax situation is simple, our volunteers are specially trained to help you.” (www.craarc.gc.ca/tx/ndvdl/sgmnts/dsblts/srvcs/menu-eng.html)

“Child Disability Benefit is a tax-free benefit for families who care for a child under age 18 with a severe and prolonged impairment in mental or physical functions.” (<http://www.servicecanada.gc.ca/eng/goc/cdb.shtml>)

“Benefit Finder: Not sure what benefits there are for you? Answer questions and get a list of benefits for which you may be eligible.” (www.canadabenefits.gc.ca/bfservicecanada.jsp?lang=en)

“Link Up Employment Services for Persons with Disabilities”: Link Up provides a myriad of services to persons with disabilities seeking employment. As a first step, we conduct an extensive assessment of your employment needs. We look carefully at your skills, educational background and job experience and then advise and guide you in your choice of an employment goal. (www.linkup.ca/job_seekers.html)

“Permanent Disability Benefit Beginning on August 1, 2009, the Permanent Disability Benefit is available to borrowers with a severe permanent disability. If you have a severe permanent disability, you may be eligible to have your loans immediately forgiven.” (www.canlearn.ca/eng/after/cant/hpd.shtml)

Persons with Disabilities Online A site where people with disabilities, their family members, caregivers and service providers can access a full range of information on disability-related programs and services in Canada. (www.pwd-online.gc.ca/pwdh.4m.2@.jsp?lang=eng)

University of Regina Disability Resource Office “The University of Regina wishes to effectively assist all students including students with disabilities. The University aims to provide services that will enable students with disabilities to approach their studies with minimum difficulty. This can be done if faculty members are informed in advance about requests for accommodations by students who will be taking their classes. Assistance can be arranged in such things as lectures,

reading assignments, examinations and technologies to assist students.”
(www.uregina.ca/studserv/disability/services.shtml)

“University of Saskatchewan Disability Services for Students (DSS) is an office on campus that assists students by offering programs and advocacy services—fostering an accessible and welcoming campus.”
(www.students.usask.ca/disability/)

Your Education – Your Future: A Guide to College and University for Students with Psychiatric Disabilities provides information about the types of accommodations available at post secondary institutions.
(<http://www.cmha.ca/youreducation/introduction.html>)

“The National Educational Association of Disabled Students (NEADS) is a consumer organization, with a mandate to encourage the self-empowerment of post-secondary students with disabilities.” It provides numerous resources including
(www.neads.ca/en/)

NEADS Financial Aid Directory provides information about the various financial options available for students with disabilities who will be attending post secondary institutions. (www.neads.ca/en/norc/funding/)

Learning Disabilities Association of Canada
(www.ldactaac.ca/Scholarships/scholarships-e.asp)

Disabilities Saving Grant and Bond
([www.hrsdc.gc.ca/eng/disability issues/disability savings/cdsbg.shtml#grant](http://www.hrsdc.gc.ca/eng/disability%20issues/disability%20savings/cdsbg.shtml#grant))

A Registered Disability Savings Plan A Registered Disability Savings Plan (RDSP) helps parents and others save for the long-term financial security of a person with a severe disability. In general, any person under the age of 60 who is eligible for the Disability Tax Credit (Disability Amount) and resident in Canada can establish an RDSP. If the person is a minor, their parent or legal representative may establish the RDSP for their benefit.
([http://www.hrsdc.gc.ca/eng/disability issues/disability savings/rdsp.shtml](http://www.hrsdc.gc.ca/eng/disability%20issues/disability%20savings/rdsp.shtml))

Can Learn: Financial Assistance for Students with Permanent Disabilities This site is a portal to the numerous grants, loans and information pertaining to funding for special equipment etc. (www.canlearn.ca/eng/postsec/audience/perdis.shtml)

North Saskatchewan Independent Living Centre “NSILC offers programs that support individuals with disabilities in learning and developing skills. NSILC provides an array of programs such as employment, literacy and support services. All are geared towards providing individuals with disabilities with the independence they need to fully integrate and participate in their communities.” (www.nsilc.com/)

Entrepreneurs with Disabilities Program “This program offers business and accessibility counseling , access to business loans with terms tailored to meet your needs, one-on-one consulting to help you develop a business plan, peer support and networking opportunities.” (www.nsilc.com/index.php?id=edp)

South Saskatchewan Independent Living Centre “SSILC offers a variety of pre-employment and employment services. Individuals who are not yet ready to enter the labour market can access a comprehensive array of employability supports, including Life Skills classes, assistance in developing job search skills and building a resume, and mock interview sessions designed to increase their comfort with the application process. Consumers who require on-the-job accommodations can work with one of our Employment Facilitators to secure the necessary supports. Students looking for part-time or summer work to fund their post-secondary studies can apply for work placements under the Student Employment Experience (SEE) program.” (www.ssilc.sk.ca/EmploymentServices.aspx)

Multiple Sclerosis Bursary “The Multiple Sclerosis Society of Canada’s Saskatchewan branch awards two \$1,000 bursaries annually, to students enrolled in Saskatchewan postsecondary institutions. The award is open to all students, but primary consideration is given to students with Multiple Sclerosis. Applications are accepted from April to July each year, and should include transcripts, letters of recommendation and a completed application form.” (http://www.neads.ca/movingon/en/funding/funding_cent_05.php)

“The National Educational Association of Disabled Students NEADS offers numerous resources such as EdLink (Canadian directory of college and university disability service providers), Moving On (Transition Programs, Funding and Scholarship Programs, Federal Programs for Students, Financial Aid (Funding Programs, Scholarships and Awards), and NEADS Online Work System (NOW: where students and grads can search for opportunities with progressive employers seeking students and graduates with disabilities, post your resumés and cover letters, apply for opportunities directly online).” (www.neads.ca/)

Saskatchewan Abilities Council “Some of the services offered by the Council include adaptive technology needs assessment and training, fee-based accessible transportation, recreation opportunities, and a program designed to help farmers with disabilities continue to work.” (www.abilitiescouncil.sk.ca) 306-374-4448

“Recording for the Blind & Dyslexic®: Building Bridges Between Print Disabilities and Educational Success RFB&D®, a national nonprofit, volunteer organization, is the leading accessible audiobook library for students with disabilities such as visual impairment or dyslexia. With titles available in every subject area and grade level, RFB&D’s digitally recorded audio textbooks help students challenged by the printed page.” (<http://www.rfbd.org/>)

“ServiceLeader.org, a project of the RGK Center for Philanthropy and Community Service at the Lyndon B. Johnson School of Public Affairs of the University of Texas at Austin, provides information on all aspects of volunteerism. Of particular note is the information about “Benefits of Volunteering for People with Disabilities.” (www.serviceleader.org/new/virtual/2003/04/000147.php)

The National Union’s Scholarship Program – Scholarship for Visible Minorities and The Terry Fox Memorial Scholarship
(http://www.nupge.ca/news_2008/n05no08a.htm)

SGI Corporate Scholarship Program “Eight (8) \$2,500 scholarships are awarded each year – four (4) to university students and four (4) to students attending a technical institute. Recipients may receive only one SGI scholarship during their studies. Two (2) scholarships will be awarded exclusively to diversity candidates. The other six (6) scholarships are open to non-diversity and diversity candidates.”
(http://www.sgi.sk.ca/sgi_pub/in_your_community/sgi_scholarships/sgi_corporate.html)

Saskatchewan Chapter 59 SaskTel Telecom Pioneers Bursary “Each year the SaskTel Pioneers award approximately six \$500 bursaries to post-secondary students with visible or non-visible special needs (examples are diabetes or Fetal Alcohol Syndrome). Preference is given to Saskatchewan residents attending Saskatchewan schools.”
(<http://www.sasktelpioneers.com/programs/bursaries.shtml>)

Saskatchewan Association for Community Living This association offers Employment Opportunities Consultants and Advocates. (www.sacl.org)

Appendix O

FRENCH RESOURCES

FRENCH RESOURCES

Service Canada: Explore “The Explore program offers bursaries to Canadian students so that they can participate in intensive five-week language-learning courses in English or French at accredited institutions across Canada.”
(http://www.servicecanada.gc.ca/eng/goc/students_explore.shtml) and
(<http://www.myexplore.ca/english/program.html>)

Service Canada: Destination Clic “The Destination Clic program offers bursaries to Canadian francophone students who reside in a province or territory other than Quebec to participate in a three or five-week intensive language-learning course in French at accredited institutions.”
(http://www.servicecanada.gc.ca/eng/goc/destination_clic.shtml)

Action Emploi Saskatchewan This site assists Francophones and Francophiles with finding employment where the ability to speak and write French is a required or preferred asset.
(<http://www.guichetunique.ca/francais/index.cfm?CFID=1662144&CFTOKEN=201408978f8813d3-FBE8666B-0826-BB0E-86FA7526DA8312E8>)

Chouette Carrière This site provides information about planning for a career, searching for employment, developing a curriculum vita(resume) and writing an accompanying letter. (<http://ressourceschouettecarriere.ca/>)

Appendix P

ESSENTIAL AND EMPLOYABILITY SKILLS & BLUEPRINT FOR LIFE

ESSENTIAL AND EMPLOYABILITY SKILLS & BLUEPRINT FOR LIFE

Understanding Essential Skills This site provides information about the nine essential skills.
(http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/understanding_es.shtml)

How Do Your Skills Measure Up? This site provides a test and practice for three Essential Skills that are required for numerous occupations: Reading Text, Document Use and Numeracy. (<http://measureup.towes.com/>)

Essential Skills Indicator “The Essential Skills Indicator will help you gain a better understanding of your Essential Skills levels. It contains a series of short quizzes that will provide an indication of your skill strengths and areas that may require improvement. This information can help guide your future training decisions and career planning.”
(http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/online_indicator.shtml)

Conference Board of Canada: Employability Skills 2000+ “Employability Skills 2000+ are the employability skills, attitudes and behaviours that you need to participate and progress in today’s dynamic world of work.” This site provides a brochure explaining the different employability skills.
(<http://www.conferenceboard.ca/topics/education/learning-tools/employability-skills.aspx>)

Employability Skills This site offers a brief self-assessment of Fundamental Skills, Team Work Skills, and Personal Management Skills.
(<http://www.jobsetc.gc.ca/toolbox/checklists/employability.jsp;jsessionid=1F79E66317660FDECFCAD8A82E5139A1.jwtc2?lang=e>)

Conference Board of Canada: Skills Credentialing Tool “The SCT is a self-assessment and portfolio-building tool for students, employees and job-seekers. The SCT helps individuals self-assess their essential skills and employability attitudes and behaviours and create an evidence portfolio that they can share with an employment counsellor, instructor, workplace supervisor or potential employer.”
(<http://conferenceboard.checkboxonline.com/Survey.aspx?s=b5cfd4c7ef204b5cb3e6a6c1f7e07628>)

Blueprint for Life Matrix This site outlines the eleven competencies for the areas of Personal Management, Learning and Work Exploration and Life/Work Building (<http://206.191.51.163/blueprint/documents/matrix.pdf>)

Using the Blueprint for Life Designs This site explains how to understand and implement the Blueprint for Life Matrix. (<http://206.191.51.163/blueprint/documents/ENbrochure.pdf>)

Appendix Q

AGENCIES

AGENCIES

YMCA of Prince Albert

The YMCA provides co-ed pre-employment programs for youth.
Contact: Donna Brooks, Director
1895 Central Avenue B West, Prince Albert (763 – 8571)

Academy of Learning Computer and Business Career College

29 – 11th Street East, Prince Albert (763 – 8551)

Acadia Centre for Small Business & Entrepreneurship

#1 – 1499 – 10th Avenue East Prince Albert (763 – 7000)

Adams Institute for Learning

1124 – 1st Avenue East Prince Albert (764 – 0266)

Eagle Program

1350 – 15th Avenue East Prince Albert (764 – 4443)

First Nations University of Canada

1301 Central Ave. Prince Albert (763 – 0066)

Gabriel Dumont Institute

Educational and employment support for Métis and Aboriginal individuals
48 – 12th Street East Prince Albert
TI Practical Nursing Program (763 – 0626)
Dumont Technical Institute (922 – 8850)
GED Program (922 – 4996)
Saskatchewan Urban Native Teacher Education Program (SUNTEP)
(764 – 1797)

Image Extension School

15 – 13th Street East Prince Albert (763 – 7714)

Kin Enterprises Inc.

300 – 15th Avenue East Prince Albert (953 – 4120)

Prince Albert Family Church Academy

540 – 1st Avenue East Prince Albert (763 – 4431)

PACE Prince Albert Supportive Employment

(953 – 4486 and 953 – 4487)

Employment supports for individuals with disabilities who have barriers to employment.

Royal Christian Academy

717 MacArthur Drive Prince Albert (763 – 5075)

Saskatchewan Association for Community Living (SACL)

(763 – 5605)

This organization provides the following services for people with intellectual disabilities: Advocacy, Family Network, Employment supports, Transitional Planning for students. Prince Albert

Saskatchewan Institute of Applied Arts and Sciences (SIAST)

1100 – 15th Street East Prince Albert (953 – 7000)

Sylvan Learning Centre

#2 465 South Industrial Drive Prince Albert (922 – 4357)

University of Regina Faculty of Social Work

1500 – 10th Avenue East Prince Albert (953 – 5310)

Prince Albert Grand Council

3601 5th Avenue East Prince Albert (953 – 7234)

Canada – Saskatchewan Career & Employment Services

1288 Central Avenue Prince Albert (953 – 2488)

This agency provides information about labour market trends, job resumes, job applications, employment opportunities, career planning, post secondary institutions, and income support programs.

Saskatchewan Indian Institute of Technologies

Suite 101 1008 1st Avenue West Prince Albert (953 – 7228)

Labour Standards

800 Central Avenue Prince Albert (953 – 2715)

Apprenticeship and Trade Certification Commission

141 - 15th Street East Prince Albert (953 – 2632)

Saskatchewan Youth Apprenticeship

15th Street East Prince Albert (953 – 2717)

Credenda Virtual High School

805 Central Avenue Prince Albert (764 – 2847)

Saskatchewan Abilities Council – Special Needs Equipment

This agency loans and repairs special needs equipment such as wheelchairs, walkers and bathtub lifts.

Contact: Barry Buckingham

1205 1st Avenue East, Prince Albert (922 – 0225)

Saskatchewan Association for Community Living (SACL)

This agency provides the following support for people with disabilities: transitional planning, resources, referrals to other agencies, advocacy, employment opportunities, and post secondary options information.

#2 3041 Sherman Drive Prince Albert (763 – 5605)

Rainbow Connection

Rainbow Connection is a peer support group for the blind and visually impaired. It works with the Canadian National Institute for the Blind to offer information about eye care and special needs equipment.

Meeting: first Monday of every month at the Parkland Hall 1510 9th Avenue West, Prince Albert

Contact Facilitators:

Diane Hayward (764 – 7938)

Linda Lundy (764 – 7184)

Teena Bannerman (763 – 3860)

Prince Albert Support Employment (PASE)

101-15th Street West Prince Albert (953-4487)

The Prince Albert Community Service Centre offers many programs and services, such as Budget Counseling (provides information and counseling on money management), Steps to Employment Program (provides opportunities for youth who are experiencing barriers that prevent them from entering the work force), Transition Services (provides assistance to young adults with disabilities in preparing for the transition from high school to adult life), and a Work Preparation Centre (information and referral services in various areas of work preparation)

<http://www.pacsc.com/programs.html>

Canadian Mental Health Association Provincial Office

This agency offers employment counseling for people with mental disabilities.
(306) 525-5601

Canadian National Institute for the Blind

This agency provides employment services to visually-impaired persons.
(306) 525-2571

Canadian Paraplegic Association

This agency provides support for people with physical disabilities.
(306) 652-9644 in Saskatoon; (306) 584-0101 in Regina

Career Headways Inc.

This agency provides employment counseling and information for people with disabilities.
(306) 352-8768

Northern Saskatchewan Independent Living Inc.

This agency provides career development, job maintenance and numerous supports for people with disabilities.
(306) 665-5508

Employment Assistance for People with Disabilities

Larry Carlson, Manager, Programs for Adults with Disabilities
12th Floor, 1945 Hamilton St.
Regina SK S4P 2C8 (306) 787-5602

Career Planning With Teens

A GUIDE FOR PARENTS, GUARDIANS, AND COUNSELLORS

EMPLOYABILITY SKILLS 2000⁺

APPLY YOUR EMPLOYABILITY SKILLS AT WORK

Employability Skills 2000⁺ are the critical skills you need in the workplace—whether you are self-employed or working for others.

Employability Skills 2000⁺ include communication, problem solving, positive attitudes and behaviours, adaptability, working with others, and science, technology and mathematics skills.

APPLY YOUR EMPLOYABILITY SKILLS ELSEWHERE IN YOUR LIFE

Employability Skills 2000⁺ can also be applied beyond the workplace in your daily and personal activities.

DEVELOP YOUR EMPLOYABILITY SKILLS

You can develop your Employability Skills 2000⁺ at home, at school, at work and in the community. Family, friends, teachers, neighbours, employers, co-workers, government, business and industry can all play a part in helping you build these skills.

Looking for Ways to Improve Your Own Employability Skills?

The Employability Skills Toolkit for the Self-Managing Learner Can Help You!

The *Employability Skills Toolkit* is a suite of practical tools designed to help you:

- know yourself and get feedback;
- identify and reflect on your skills;
- plan skills development activities;
- implement your development plans and practise your skills; and
- document and market your skills for best success.

For more information on the *Toolkit* or how to work with the Conference Board to produce a customized version of the *Toolkit*, visit The Conference Board's Web site.



www.conferenceboard.ca/education

Member Organizations

Employability Skills 2000⁺ was developed by members of The Conference Board of Canada's Employability Skills Forum and the Business and Education Forum on Science, Technology and Mathematics.

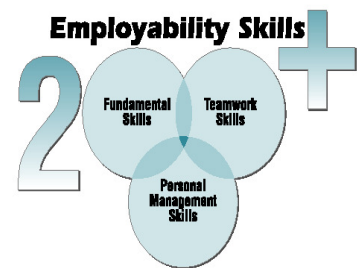
AIESEC Canada Inc.
 Alberta Human Resources and Employment
 Alberta Learning
 Association of Colleges of Applied Arts and Technology of Ontario
 Association of Canadian Community Colleges
 Automotive Parts Manufacturers' Association
 Bank of Montreal
 Bow Valley College
 British Columbia Centre for Applied Academics
 British Columbia Ministry of Education
 Canada Post Corporation
 Canadian Labour Force Development Board
 Canadian Forces Recruiting Services Headquarters
 Canadian Microelectronics Corporation
 CAREERS: The Next Generation Foundation
 Central Nova Industry Education Council
 Conseil des écoles catholiques de langue française du Centre-Est — Ontario
 CORCAN—Correctional Service Canada
 Crain-Drummond Inc.
 Dufferin-Peel Catholic District School Board—Ontario
 Durham District School Board—Ontario
 Etza Seregyi and Associates, Inc.
 Hewlett-Packard (Canada) Ltd.
 Human Resources Development Canada
 Imperial Oil Limited
 Imperial Oil National Centre for Mathematics, Science and Technology Education
 Industry Canada
 Investors Group Inc.
 J.D. Irving, Limited
 Keyano College
 Let's Talk Science
 McGraw-Hill Ryerson Limited
 Merck Frost Canada & Co.
 Mount Royal College
 New Brunswick Department of Education
 Nortel Networks
 Ontario Ministry of Education
 Ottawa Centre for Research and Innovation
 Peace River South—School District No. 59—British Columbia
 Peel District School Board—Ontario
 Royal Bank of Canada
 Saskatchewan Institute of Applied Science and Technology
 Seneca College of Applied Arts and Technology
 Shad International
 Skills Canada—Ontario
 Southwest Regional School Board—Nova Scotia
 Statistics Canada
 Syncrude Canada Ltd.
 Software Human Resource Council Inc.
 Toronto District School Board—Ontario
 TransAlta Corporation
 Treasury Board of Canada Secretariat
 York University

Egalement disponible en français.
May 2000



The Conference Board of Canada

communicate, manage information, use numbers, work with others, be a



Employability Skills 2000⁺

The skills YOU need to enter, stay in, and progress in the world of work—whether you work on your own or as part of a team

Employability Skills 2000⁺ are the employability skills, attitudes and behaviours that you need to participate and progress in today's dynamic world of work.

The Conference Board invites and encourages students, teachers, parents, employers, labour, community leaders and governments to use Employability Skills 2000⁺ as a framework for dialogue and action. Understanding and applying these skills will help you enter, stay in, and progress in the world of work.

Employability Skills 2000⁺ E/F (Ottawa: The Conference Board of Canada, 2000)

Employability Skills 2000+

The skills you need to enter, stay in, and progress in the world of work—whether you work on your own or as a part of a team.

These skills can also be applied and used beyond the workplace in a range of daily activities.

Fundamental Skills

The skills needed as a base for further development

You will be better prepared to progress in the world of work when you can:

Communicate

- read and understand information presented in a variety of forms (e.g., words, graphs, charts, diagrams)
- write and speak so others pay attention and understand
- listen and ask questions to understand and appreciate the points of view of others
- share information using a range of information and communications technologies (e.g., voice, e-mail, computers)
- use relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas

Manage Information

- locate, gather and organize information using appropriate technology and information systems
- access, analyze and apply knowledge and skills from various disciplines (e.g., the arts, languages, science, technology, mathematics, social sciences, and the humanities)

Use Numbers

- decide what needs to be measured or calculated
- observe and record data using appropriate methods, tools and technology
- make estimates and verify calculations

Think & Solve Problems

- assess situations and identify problems
- seek different points of view and evaluate them based on facts
- recognize the human, interpersonal, technical, scientific and mathematical dimensions of a problem
- identify the root cause of a problem
- be creative and innovative in exploring possible solutions
- readily use science, technology and mathematics as ways to think, gain and share knowledge, solve problems and make decisions
- evaluate solutions to make recommendations or decisions
- implement solutions
- check to see if a solution works, and act on opportunities for improvement

Personal Management Skills

The personal skills, attitudes and behaviours that drive one's potential for growth

You will be able to offer yourself greater possibilities for achievement when you can:

Demonstrate Positive Attitudes & Behaviours

- feel good about yourself and be confident
- deal with people, problems and situations with honesty, integrity and personal ethics
- recognize your own and other people's good efforts
- take care of your personal health
- show interest, initiative and effort

Be Responsible

- set goals and priorities balancing work and personal life
- plan and manage time, money and other resources to achieve goals
- assess, weigh and manage risk
- be accountable for your actions and the actions of your group
- be socially responsible and contribute to your community

Be Adaptable

- work independently or as a part of a team
- carry out multiple tasks or projects
- be innovative and resourceful: identify and suggest alternative ways to achieve goals and get the job done
- be open and respond constructively to change
- learn from your mistakes and accept feedback
- cope with uncertainty

Learn Continuously

- be willing to continuously learn and grow
- assess personal strengths and areas for development
- set your own learning goals
- identify and access learning sources and opportunities
- plan for and achieve your learning goals

Work Safely

- be aware of personal and group health and safety practices and procedures, and act in accordance with these

Teamwork Skills

The skills and attributes needed to contribute productively

You will be better prepared to add value to the outcomes of a task, project or team when you can:

Work with Others

- understand and work within the dynamics of a group
- ensure that a team's purpose and objectives are clear
- be flexible: respect, be open to and supportive of the thoughts, opinions and contributions of others in a group
- recognize and respect people's diversity, individual differences and perspectives
- accept and provide feedback in a constructive and considerate manner
- contribute to a team by sharing information and expertise
- lead or support when appropriate, motivating a group for high performance
- understand the role of conflict in a group to reach solutions
- manage and resolve conflict when appropriate

Participate in Projects & Tasks

- plan, design or carry out a project or task from start to finish with well-defined objectives and outcomes
- develop a plan, seek feedback, test, revise and implement
- work to agreed quality standards and specifications
- select and use appropriate tools and technology for a task or project
- adapt to changing requirements and information
- continuously monitor the success of a project or task and identify ways to improve



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Career Planning With Teens

A GUIDE FOR PARENTS, GUARDIANS, AND COUNSELLORS

BLUEPRINT FOR LIFE/WORK DESIGNS

Blueprint for Life/Work Designs Competencies by Area and Level

COMPETENCIES	LEVEL ONE	LEVEL TWO	LEVEL THREE	LEVEL FOUR
AREA A: PERSONAL MANAGEMENT				
1. BUILD AND MAINTAIN A POSITIVE SELF-IMAGE	1.1 Build a positive self-image while discovering its influence on self and others	1.2 Build a positive self-image and understand its influence on one's life and work	1.3 Develop abilities to maintain a positive self-image	1.4 Improve on abilities to maintain a positive self-image
2. INTERACT POSITIVELY AND EFFECTIVELY WITH OTHERS	2.1 Develop abilities for building positive relationships in one's life (I)	2.2 Develop abilities for building positive relationships in one's life (II)	2.3 Develop abilities for building positive relationships in one's life and work	2.4 Improve abilities for building positive relationships in one's life and work
3. CHANGE AND GROW THROUGHOUT ONE'S LIFE	3.1 Discover that change and growth are part of life	3.2 Learn to respond to change and growth (I)	3.3 Learn to respond to change and growth (II)	3.4 Develop strategies for responding to life and work changes
AREA B: LEARNING AND WORK EXPLORATION				
4. PARTICIPATE IN LIFE-LONG LEARNING SUPPORTIVE OF LIFE/WORK GOALS	4.1 Discover "lifelong learning" and its contributions to one's life and work	4.2 Link life-long learning to one's life/work scenario, both present and future	4.3 Link life-long learning to one's career building process	4.4 Participate in continuous learning supportive of life/work goals
5. LOCATE AND EFFECTIVELY USE LIFE/WORK INFORMATION	5.1 Discover and understand life/work information	5.2 Locate, understand and use life/work information	5.3 Locate, interpret, evaluate and use life/work information	5.4 Locate, interpret, evaluate and use life/work information (II)
6. UNDERSTAND THE RELATIONSHIP BETWEEN WORK AND SOCIETY/ECONOMY	6.1 Discover how work contributes to individuals and the community	6.2 Understand how work contributes to the community	6.3 Understand how societal and economic needs influence the nature and structure of work (I)	6.4 Understand how societal and economic needs influence the nature and structure of work (II)
AREA C: LIFE/WORK BUILDING				
7. SECURE/CREATE AND MAINTAIN WORK	7.1 Explore effective work strategies	7.2 Develop abilities to seek and obtain/create work	7.3 Develop abilities to seek, obtain/create and maintain work	7.4 Improve on abilities to seek, obtain/ create and maintain work
8. MAKE LIFE/WORK ENHANCING DECISIONS	8.1 Explore and improve decision making	8.2 Link decision making to life/work building	8.3 Engage in life/work decision making	8.4 Incorporate adult life reality into life/work decision making
9. MAINTAIN BALANCED LIFE AND WORK ROLES	9.1 Explore and understand the interrelationship of life roles (I)	9.2 Explore and understand the interrelationship of life roles (II)	9.3 Link lifestyles and life stages to life/work building	9.4 Incorporate the "balanced life/work" issue in life/work building
10. UNDERSTAND THE CHANGING NATURE OF LIFE/WORK ROLES	10.1 Discover the nature of life/work roles	10.2 Explore non-traditional life/work scenarios	10.3 Understand and learn to overcome stereotypes in life/work building (I)	10.4 Understand and learn to overcome stereotypes in life/work building (II)
11. UNDERSTAND, ENGAGE IN AND MANAGE ONE'S OWN LIFE/WORK BUILDING PROCESS	11.1 Explore the underlying concepts of the life/work building process	11.2 Understand and experience the process of life/work building	11.3 Recognize and take charge of one's life/work building process	11.4 Manage one's life/work building process

Blueprint for Life/Work Designs www.blueprint4life.ca (National Life Work Centre, 2000)