

Dear Student,

Welcome to your grade 10 year at Fort Saskatchewan High School! While your high school career is just beginning, your future is right around the corner. This is an excellent time to start exploring your interests and begin thinking about where you want your life to take you. Don't worry, you don't have to make a career choice today! In fact, most Canadians have 7 or 8 careers in their life. Therefore you'll be doing career exploration work all throughout high school and perhaps again every 6 or 7 years! Here are some general tips as you begin this exciting process!

- There are 3 general routes out of high school. Remember that you can change your mind on which direction you want to go! The 3 routes are:
  - Direct entry
  - Trades
  - Post Secondary
- Post secondary schools require English and Social at the -1 level and grade 9 marks often determine what classes you take in high school. If you think you are capable of the -1 courses but your effort in grade 9 wasn't strong, please talk to an advisor.
- When choosing your classes, keep your career goals in mind.
- Create a digital folder called 'Career Exploration' and save this on a memory stick.
- Create a paper folder to house all of the things you have printed, brochures you receive and certificates you may obtain. This can become your professional portfolio.
- Think of how you want to organize important dates. You can use a daytimer, alerts on your phone or write them down on a calendar.
- When choosing courses for next year, keep your goal in mind. Always try for the highest level of requirement!

Begin the application process for a:

- Social Insurance Number
- Drivers license / government ID
- Bank account

Sincerely,

Your Grad Coaching Team

## High School Graduation Requirements

These are the minimum requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and specific courses.

### **100 Credits Including the following:**

- **ENGLISH LANGUAGE ARTS - 30 Level (30-1, 30-2)**
- **SOCIAL STUDIES - 30 Level (30-1, 30-2)**
- **MATHEMATICS - 20 Level**
- **Science - 20 Level**
  - Science 20, 24, Biology 20, Chemistry 20, or Physics 20
- **Physical Education 10 (3 credits)**
- **Career and Life Management (3 credits)**

### **10 Credits in any Combination from:**

- Career and Technology Studies (CTS)
- Fine Arts
- Second Languages
- Physical Education 20 and/or 30
- Locally developed acquired and locally authorized courses in CTS, fine arts, second languages or Knowledge and Employability courses
- Knowledge and Employability
- Registered Apprenticeship Program

**10 Credits in any 30 - Level Course - In Addition to a 30 - Level English Language Arts and a 30 - Level Social Studies Course as specified above**

- 35 Level Locally Developed/Acquired and Locally Authorized Courses
- 3000 Series; Advanced Level in Career and Technology Studies Courses
- 35 - Level Work Experience
- One 35 - Level Knowledge and Employability Course
- 30 - Level Green Certificate Specialization

## My Blueprint Grade 10 Year at a Glance

Visit [www.myBlueprint.ca](http://www.myBlueprint.ca), and enter your email and password to log in.

### SEPTEMBER

**Learning Goal:**

To identify factors that have shaped who you are and are likely to shape who you become over time

**ACTIVITY: Knowledge Assessment**

1. Select **Portfolios** from the tab menu in the home section.
2. Add a new portfolio (+ **Add Portfolio**) titled ‘About Me Portfolio’. This portfolio will allow you to showcase your interests, passions, goals, and career interest.
3. Select **Who Am I** from the navigation menu on your dashboard.
4. Complete the **Who Am I** surveys and receive your results.
5. Review the **full report** to learn more about your top three subject areas and the types of occupations that are well suited to your interests.
6. Add your survey report and one of your occupation profile matches to your **About Me Portfolio**.
7. Write a brief **reflection** to each artifact (Do you agree? Disagree? Why or why not? What did you learn? What interests you about this particular occupation? What skills are needed for this occupation? What is the required level of education?)

### OCTOBER

**Learning Goal:**

To learn more about your interests and passions

**ACTIVITY: Create 2 Custom Boxes In My Portfolio**

1. Select **Portfolios** under ‘Home’ from the navigation menu on your dashboard. Select your **About Me Portfolio**.
2. Add 2 custom boxes titled “**WHO AM I?**” and upload a picture or video of something that best **describes who you are / what makes you happy / what is your passion?**
3. Add a title and a description.
4. If you have not completed **HCS3000** please inquire about the modules. Please print certificates from modules for your portfolio.

## NOVEMBER

### Learning Goal:

To learn more about creating SMART goals and action plans

### ACTIVITY: Goal Setting

1. Select **Goals** from the menu on your dashboard and + **Add Goal**
2. Add **ONE (1) Academic Goal (short term)** and include an Action Plan for how you intend to achieve it. This can be around Learning Skills or to improve on a specific subject area.
3. Add this academic goal to your **About Me Portfolio**.
4. Add **ONE (1) Other Goal (short term)** and include an Action Plan for how you intend to achieve it. This can be about anything else in your life that you would like to improve.
5. Add this goal to your **About Me Portfolio**.
6. Write a brief **reflection** about why you've set these goals (What are you trying to achieve? Why? How does it fit in a bigger plan?)

### Learning Goals:

To learn more about yourself and the person you want to become - the qualities and positive traits you would like to work on

To reflect on personal growth by researching the life of a successful person

### ACTIVITY: Create A Custom Box In About Me Portfolio

1. Select **Portfolios** from the menu on your dashboard. Select your **About Me Portfolio**.
2. Add a **custom Box** (click + **Add Box, Add Media** +) called "**WHO DO I WANT TO BECOME?**" and upload a picture or video of something that best **describes who you want to become – this is not an occupation, but rather a character strength**
3. Add a title and a description.

## DECEMBER

### Learning Goals:

To start tracking experiences, dates and key information

### ACTIVITY: Resume & Cover Letter

1. Select **Resumes** from the navigation menu on your dashboard in the 'Work' section.

<p>To identify key resume elements that strengthen an application</p>	<ol style="list-style-type: none"> <li>2. Review the <b>Resume Guidelines</b> to learn more about resume building.</li> <li>3. If you haven't already, add your <b>Contact</b> information; fill in the <b>Education</b>, and <b>Extra Curricular</b> activities sections.</li> <li>4. Find a job position using <b>Job Search</b> in myBlueprint. Once they have chosen a summer position, have them create a Resume and Cover Letter which speaks to the desired position. Set a <b>Goal</b> and Action Plan to apply for this position.</li> <li>5. Add an <b>Objective</b> to your Resume for the Job Posting you selected.</li> <li>6. Add any <b>additional experiences</b> that you'd like to record.</li> </ol> <p><b>HOMEWORK:</b> Share your <i>About Me Portfolio</i> with your parents/guardian so they can see what you've done so far.</p>
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JANUARY	
<p><b>Learning Goals:</b> To practice self-assessment and reflection</p> <p>To develop or improve on time management and organization skills</p>	<p><b>ACTIVITY: Review Goal Setting</b></p> <ol style="list-style-type: none"> <li>1. Review goals set in November.</li> <li>2. Check off the completed boxes in your 'tasks' and / or reflect... how are they going? Completed?</li> <li>3. Set <b>one new short term</b> goal and add <b>one medium term</b> goal that you would like to accomplish before the end of high school.</li> </ol>

FEBRUARY	
<p><b>Learning Goals:</b> To explore and prepare for next year</p> <p>To add courses that align with the knowledge results (i.e. top three subject areas you are interested in)</p>	<p><b>ACTIVITY: High School Planning</b></p> <ol style="list-style-type: none"> <li>1. Select <b>High School</b> from the navigation menu.</li> <li>2. Add courses to Year 2 based on compulsory courses and electives.</li> <li>3. Review Year 3 courses that you are interested in, and make sure that you have the prerequisites selected in Year 2.</li> </ol> <p><b>HOMEWORK:</b> Share this plan with a parent/guardian/counsellor and discuss your pathway options.</p>

To relate personal attributes to education goals	
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<b>MARCH</b>
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<p><b>Learning Goals:</b> To discover post-secondary options that align with personal interests</p> <p>To explore different post-secondary pathways</p>	<p><b>ACTIVITY: Explore Post-Secondary Planner</b></p> <ol style="list-style-type: none"> <li>1. Select <b>Post-Secondary</b> from the navigation menu on your dashboard.</li> <li>2. Find one Opportunity from each pathway that interests you and click <b>Favourite</b> (There are suggestions based on the <b>Who Am I</b> surveys below the <b>Smart Filter Table</b>)</li> <li>3. Add <b>2</b> new portfolios (+ <b>Add Portfolio</b>) titled ‘Transition Plan A’ and ‘Transition Plan B’. These portfolios will allow you to showcase your closely related occupations and career groupings.</li> <li>4. Add three opportunities to your <b>About Me Portfolio</b> (click icon <b>Add to Portfolio</b>)</li> </ol>
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<b>APRIL</b>
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<p><b>Learning Goals:</b> To explore and discover various occupations in the real world</p> <p>To relate personal attributes to career goals</p>	<p><b>ACTIVITY: Occupation Planning</b></p> <ol style="list-style-type: none"> <li>1. Select <b>Occupations</b> from the navigation menu in the ‘Work’ section.</li> <li>2. Enter an <b>Occupation Name or Keyword</b> and click <b>Search</b>.</li> <li>3. Find 3 Occupations that are not necessarily in your field of interest but you want to know more about. Click the check boxes to the left of the Occupation names and then click <b>compare</b> to view the Occupations in a chart overview.</li> <li>4. Consider and compare the following:             <ol style="list-style-type: none"> <li>a. Salary comparison</li> <li>b. Level of education required</li> <li>c. Number of years of post-secondary education (if this applies)</li> </ol> </li> <li>5. Add your top 3 Occupations in to your <b>Transition A or Transition B Portfolio</b> and use the <b>reflection</b> box to compare (Pros vs Cons).</li> </ol>
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## MAY

<p><b>Learning Goal:</b> To practice self-assessment and reflection</p>	<p><b>ACTIVITY: Review Goals</b></p> <ol style="list-style-type: none"><li>1. Ensure all goals created are added to your <b>About Me Portfolio</b>.</li><li>2. Review the goals you created this year and write a <b>reflection</b> on your progress/achievement/improvements for each goal.</li></ol>
<p><b>Learning Goals:</b> To acquire basic budgeting skills and identify strategies for making wise financial choices</p> <p>To discover how post-secondary choices will affect current budget goals</p>	<p><b>ACTIVITY: Introduction to Financial Literacy</b></p> <ol style="list-style-type: none"><li>1. Select <b>Money</b> from the navigation menu on your dashboard.</li><li>2. Select the <b>Budget and Finance Guide</b>, read the content and write down three budgeting tips that can help you manage your money.</li><li>3. Click on + <b>Add Budget</b>, then name your budget and put in today's date as <b>Start Date</b>.</li><li>4. Add two (2) income and two (2) expenses with your financial information (click + <b>Add Income/Expense</b>). If you are not sure how much you spend on a specific section, use the 'Need some ideas to start off with' section to see Average Costs associated with specific budgets to help you plan your expenses.</li></ol>

## JUNE

<p><b>Learning Goals:</b></p>	<p><b>ACTIVITY: Resume &amp; Cover Letter Update</b></p> <ol style="list-style-type: none"><li>1. Update your <b>resume and cover letter</b> for summer employment.</li></ol>
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### **Additional Activities and Information:**

Join extracurricular and volunteer activities at school and in your community to develop responsibility, teamwork and leadership skills – these will help later with scholarships, admittance to programs and resume writing. There are lots of one day opportunities!

- Student council
- Fort Museum
- Smiles for Spencer
- Work experience opportunities
- Scorekeeping and officiating at school sport events

Listen for announcements or ask in your school or community about opportunities to participate in special career related programs such as:

- Fire or Police Academy
- Jr. Forest Ranger
- Job shadowing
- Summer Internship Programs

Plan to attend career fairs such as:

- ‘It’s a Matter of Choice’ annual post-secondary career fair is held in the Fall
- ‘Pathways’ conference
- Aboriginal Learning Discovery Day at the U of A

If apprenticeship for a trade interests you as a post-secondary option, find out if you can start the RAP program. You could start your apprenticeship training while attending high school.

- Begin by clarifying your top three trades

Plan a visit/research a variety of post-secondary institutions (2- 3) that you may be interested in.

Most institutions offer:

- Tours
- Open house events
- Evening informational session about a potential program of interest
- Student for a day opportunities