

Dear Student,

Welcome to your grade 12 year at Fort Saskatchewan High School! This is an excellent time to continue exploring your interests and thinking about where you want your life to take you. By this point you should have a number of possible career choices. 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! Here are some reminders as you continue 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. If you think you are capable of the -1 courses but your effort in grade 10 wasn't strong, please talk to an advisor.

● If you have taken the path of least resistance, you can upgrade while in high school. Please talk to your grad coach about what options are available to you.

● Make sure that the classes you are choosing relate to your career goals.

● Update the professional portfolio you started last year.

● Be sure to keep track of important dates.

● Make time to meet with your grad coach periodically throughout the year.

If you haven't already obtained the following, now is the time to apply 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

GRADE 12 YEAR AT A GLANCE

Getting Started:

1. Have students visit www.myBlueprint.ca, and enter their email and password to log in.
 - **Forgotten password?** Students can reset their passwords by clicking on the 'Forgot your password?' link in the green Existing User box.
 - **Forgotten email?** As a teacher/counsellor, you can reset your students' emails and passwords in your Student Manager or My Classes.

MONTH	STUDENT ACTIVITY	RESOURCES
SEPTEMBER		
<p>Learning Goals:</p> <ul style="list-style-type: none"> ✓ to identify factors that have shaped who they are and are likely to shape who they become over time ✓ to explore available occupation options and make informed post-secondary decisions 	<p>ACTIVITY: Compatibility Assessment</p> <ol style="list-style-type: none"> 1. Select Who Am I? from the left hand navigation menu on your dashboard. 2. Find your Occupation Matches. To do this, click Match Results, and scroll down to view which Occupations you have been matched with based on your answers to the first five surveys. You can filter by Education Level and Career Cluster to help you find what interests you. Click Load More to see more results. 3. Complete Compatibility surveys for at least three Occupation Matches and review your results. Favourite and add attractive opportunities to your Portfolio (Note: a red heart on the icon indicates if the opportunity has been favoured). 4. Select your most attractive option, and click on the Occupation name to be taken to the Occupation Planner. Select the Requirements tab to view the requirements for this job. What level of education does this opportunity require? 5. Go to your Career Portfolio and find the box with your most attractive Occupation option. Write a brief reflection (How am I going to pursue this opportunity? How can I research this opportunity further? What steps do I need to take?). <p><i>NOTE: The Learning Styles, Personality, Interests, Knowledge and Motivations assessments must be completed before a student can complete the Compatibility surveys.</i></p>	<p>Lesson Plans:</p> <ul style="list-style-type: none"> - myBlueprint Compatibility Activity - Expectations <p>Extension: Have your students review their selected Post-Secondary and Occupation options in their Career Portfolio and eliminate two opportunities. Following this, have them add a Journal Entry to their Career Portfolio and reflect on the reasons why they eliminated those opportunities.</p>

OCTOBER

Learning Goal:

- ✓ to learn more about your interests and passions with the added context of having completed all the **Career Spectrum** assessments

ACTIVITY: Create 2 Custom Boxes In Portfolio

1. Select **Portfolios** from the top tabs on your dashboard.
2. Add a new Portfolio, give it a name (i.e. About Me or Career Portfolio), and a description.
3. Add a media box and upload a picture or video of something that best **describes who you are / what is your passion / what are you proud of / who do you admire?**
4. Add a title and a description.
5. Add a **reflection** to the box added (Why did you choose to share this? Why is it important to you?).

Lesson Plan:

- [Who am I?](#)
- [My Life Map](#)

Extension:

Share your portfolio with a classmate, friend, or family member. Explain why you chose this information. Ask them what boxes they would add to represent themselves.

<p>Learning Goal:</p> <ul style="list-style-type: none"> ✓ to learn more about creating SMART goals and action plans 	<p>ACTIVITY: Goal Setting</p> <ol style="list-style-type: none"> 1. Select Goals from the left hand navigation menu on your dashboard and Add Goal. 2. Add ONE (1) Academic Goal (short term) and create 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 Portfolio (e.g., Career Portfolio, About Me Portfolio). 4. Add ONE (1) Post-Secondary Goal (medium term) and include an Action Plan for how you intend to achieve it. This can apply to a Post-Secondary opportunity that interests you. 5. Add this goal to your Portfolio. 6. Add ONE (1) other goal (long term) and include an Action Plan for how you intend to achieve them. This can be related to finding a summer job or anything else you would like to improve on. 7. Add this goal to your Portfolio. 8. In your Portfolio 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?). 	<p>Lesson Plan:</p> <ul style="list-style-type: none"> - myBlueprint Goal Setting <p>Extension:</p> <p>Have your students reflect on past goals and their action plan to complete them. Have them note any changes they had to make, why they made those changes and the process to completion.</p>
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NOVEMBER		
<p>Learning Goal:</p> <ul style="list-style-type: none"> ✓ to discover Post-Secondary options that align with personal interests ✓ to compare different post-secondary pathways 	<p>ACTIVITY: Post-Secondary</p> <ol style="list-style-type: none"> 1. Select Post-Secondary from the left hand navigation menu on your dashboard. 2. Select Apprenticeships, College/University or Workplace. 3. Find three opportunities from one or more pathways that interest you and click the heart icon beside the program title to add it to your list of Favourites. Use the Smart Filters to help narrow your results. 4. In the navigation menu, select FAVOURITES to review your selected program opportunities (click on the Programs tab). 	<p>Lesson Plan:</p> <ul style="list-style-type: none"> - myBlueprint Transitioning to Post-Secondary - myBlueprint Pathways to a Career Activity - Occupation and Values <p>Extension:</p> <p>Have your students review the Admission Requirements for their top three Post-</p>

	<p>Click the three grey dots to the right of the opportunities you favoured today, select the Compare button, and then click the blue Compare button at the top of the screen to view the opportunities side by side.</p> <ol style="list-style-type: none"> 5. Consider and compare the following: <ol style="list-style-type: none"> a. Tuition b. Program Length c. Admission Requirements d. Location e. Related Occupations 6. Rank your top three Post-Secondary opportunities by clicking and dragging them into the first, second, and third place spot. 7. Add your recently-favoured opportunities to your portfolio (e.g., Career Portfolio or About Me Portfolio) by clicking on the three grey dots to the right of the opportunity title and selecting the Compare button. 8. Add a reflection to each of the three boxes in your Portfolio (What is it about these opportunities that interests me? Why do I want to pursue this opportunity? What are the pros and cons of each one?). <p><i>NOTE: For additional information outlining each Post-Secondary pathway, explore the Guides & Articles section found in the navigation menu.</i></p>	<p>Secondary opportunities (found in the Post-Secondary Planner) and add a goal in the Goals tool with an accompanying Action Plan to fulfill the requirements.</p>
<p>Learning Goal:</p> <ul style="list-style-type: none"> ✓ to learn more about yourself and the person you want to become - the qualities and positive traits you would like to work on ✓ to develop critical thinking through analyzing advertisements 	<p>ACTIVITY: Create A Custom Box In Your Portfolio</p> <ol style="list-style-type: none"> 1. Select Portfolios from the menu on your dashboard. 2. Add a custom box to your Portfolio (e.g., Career Portfolio or About Me Portfolio) 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. 4. Write a reflection about why you chose this picture or video. 	<p>Lesson Plans:</p> <ul style="list-style-type: none"> - How I View Myself and How Others View Me - Self-Esteem and Inner Thoughts <p>Extension:</p> <p>Have your students find and analyse positive messages that are presented by media outlets. Then have them write a journal entry in your</p>

		<p>Portfolio (e.g., Career or About Me Portfolio) based on their favourite positive message and how they think it impacts young people. (click Add Box, Add Journal). Students can also Add Media for this box to represent the message they chose.</p>
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DECEMBER

<p>Learning Goal:</p> <ul style="list-style-type: none"> ✓ to explore and compare various occupations in the real world ✓ to relate personal attributes to career goals 	<p>ACTIVITY: Occupation Planning</p> <ol style="list-style-type: none"> 1. Select Occupations in the 'Work' section from the navigation menu on your dashboard. 2. Find an Occupation option by entering an Occupation Name of interest or Keyword in the Search Bar and clicking Search. Too many options? Use the Smart Filters to help narrow your results. 3. Find 2 Occupations that you want to learn more about. Click the three dots to the right of the occupation names, select the Compare button and then click the blue Compare button at the top of the screen to view the Occupations side by side. 4. Consider and compare the following: <ol style="list-style-type: none"> a. Salary b. Level of education required c. Whether this job is a match for you based on your Who Am I results d. Your Compatibility with this option (to see this you will need to complete the Compatibility Survey) e. Potential Post-Secondary programs (if applicable) 5. Click the star icon below the Occupation Title to favourite attractive options. 6. Repeat steps 2-5 for different Occupation options. Rank your top three choices by selecting FAVOURITES in the navigation 	<p>Lesson Plan:</p> <ul style="list-style-type: none"> - Transferrable Skills - myBlueprint Skilled Trades & Apprenticeship - myBlueprint Occupation Hunt - Roles in the Workplace <p>Extension:</p> <p>Have your students look at previously favoured Occupation options in your Portfolio (e.g., Career or About Me Portfolio) and complete a Compatibility assessment for each one.</p> <p>Ask students to review job postings in each favoured Occupation and compare the skills required for each position. To find real-time job postings from Indeed.ca simply select 'Work' in the</p>
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	<p>menu. Click and drag your top three choices into the slots.</p> <p>7. Add boxes to your portfolio (e.g., Career or About Me Portfolio) for your recently-favourited occupations by clicking the three dots beside each name, and selecting Add to Portfolio.</p> <p>9. Add a reflection to each of the three boxes in your Portfolio (What is it about this occupation that interests me? What are the pros and cons of each one?)</p>	<p>navigation menu, and click on Job Search.</p>
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JANUARY

<p>Learning Goal:</p> <ul style="list-style-type: none"> ✓ to track experiences, dates and key information that can be helpful in a job application ✓ to identify key resume elements that strengthen an application 	<p>ACTIVITY: Resumes & Cover Letters</p> <ol style="list-style-type: none"> 1. Select Resumes in the 'Work' section from the navigation menu on your dashboard. 2. Review the Resume Guide to learn more about effective resume building. Select Back to Resume in the top right corner of your screen to return to building your resume. 3. If you haven't already, add your Contact information; fill in the Education, Volunteer Experience, and Work Experience sections. As well as any Extra Curricular activities. 4. Find a job posting for one of your favourite Occupations. To do this, simply click the Work section in the navigation and select Job Search. Enter the occupation title in the search bar to find real-time job postings from Indeed.ca. You can also search other popular job sites by selecting their name below the search bar! 5. Add an Objective to your resume related to the job posting you selected. 6. Add two Achievements and two Hobbies and Interests that are related to the job posting you selected. 7. Add any additional experiences that you'd like to record. <p>HOMEWORK: Share your portfolio (e.g., Career or About Me Portfolio) with your parent /guardian so they can see what you've done so far.</p>	<p>Lesson Plans:</p> <ul style="list-style-type: none"> - Building a Resume - myBlueprint Resume Building
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<p>Learning Goal:</p> <ul style="list-style-type: none"> ✓ to practice self-assessment and reflection ✓ to develop or improve on time management and organization skills ✓ to engage in an open and honest dialogue concerning mental health 	<p>ACTIVITY: Review Goal Setting</p> <ol style="list-style-type: none"> 1. Select Goals from the menu on your dashboard. 2. Review goals set in October. 3. Check off the completed tasks in your Action Plan for each goal and reflect on your progress (How many tasks still need to be completed? Do you need to expand on your Action Plan?) 4. Set <u>one new short term</u> goal OR add <u>one medium term</u> goal that you would like to accomplish before the end of high school. Set <u>one long term</u> goal that you would like to complete after high school. 5. Ensure that your goals regarding Post-Secondary opportunities are on track, if they are not; speak with your teacher or counselor so that they can help you make a plan. 6. Select Portfolios in the 'Home' section from the navigation menu. Select your portfolio (e.g., Career or About Me Portfolio) Click + Add Box, Add recent + then click Goals, select the goals you set today, and click + Add. 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?) 	<p>Lesson Plans:</p> <ul style="list-style-type: none"> - Time Management - What is Stress - Mental Health Awareness <p>Extension: Have your students revisit the reflection they made in September concerning their most attractive Occupation opportunity. What have they learned about this opportunity since they wrote the reflection?</p>
FEBRUARY		
<p>Learning Goal:</p> <ul style="list-style-type: none"> ✓ to acquire basic budgeting skills and identify strategies for making wise financial choices ✓ to discover how post-secondary choices will affect current budget goals ✓ to learn how to effectively use a credit card 	<p>ACTIVITY: Budgets</p> <ol style="list-style-type: none"> 1. Select Money from the navigation menu. 2. Click on Budget and Finance Guide in the top right of your screen, read the content. Write down three budgeting tips that can help you manage your money. 3. Read the content on Credit and Debit and answer the following questions in your own words: <ol style="list-style-type: none"> a. What is Credit? b. What is Interest and how does it work? c. What is Debt? 	<p>Lesson Plans:</p> <ul style="list-style-type: none"> - myBlueprint Budgets Lesson Plan - Numeracy and Budgeting Basics <p>Extension: Have your students make a financial goal based on wise financial practices and following the S.M.A.R.T. guidelines.</p> <p>Have your students use the Credit Card Selector Tool found in</p>

	<p>4. Click on Paying for Post-Secondary Guide, read the content and answer the following questions in your own words:</p> <ol style="list-style-type: none"> What is a scholarship? What are bursaries and grants? What is a loan? What are the differences between these financial resources? <p>5. Click on + Add Budget, and add a name and description to your budget for a Post-Secondary opportunity you have favoured. Put in today's date as Start Date. Then, click on + Add Income/Expense, Add Expense +, select the Need Ideas? Tab, then click I'm budgeting for a post-secondary program. Choose a program you favoured from the list of programs and add related expenses according to the estimates given. If you have already created a budget in myBlueprint, click on your budget, and click on + Add Income/Expense, Add Expense +, select the Need Ideas? Tab, then click I'm budgeting for a post-secondary program. Choose a program you favoured from the list of programs and add related expenses according to the estimates given.</p> <p>HOMEWORK: Download this budget and share it budget with a parent/guardian/counsellor and discuss your financial options.</p>	<p>the Budget and Finance Guide of the Budgets tool. Have them scroll to the Tools and Calculators section, select Which credit card is right for you? and then review three types of credit cards to compare interest rates, rewards and service fees.</p>
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MARCH		
<p>Learning Goal:</p> <ul style="list-style-type: none"> ✓ to be equipped for transitioning into post-secondary ✓ to reflect on their expectations for Post-Secondary 	<p>ACTIVITY: Create a Journal Entry in My Portfolio</p> <ol style="list-style-type: none"> Select Portfolios in the 'Home' section from the navigation menu. Choose your portfolio (e.g., Career or About Me Portfolio). Click + Add Box, and select Add Journal +. Create a Journal Entry. Write a Journal Entry to describe what you have heard about Post-Secondary opportunities. Then answer the following questions: <ol style="list-style-type: none"> What are you looking forward to? What are you worried about? 	<p>Lesson Plan:</p> <ul style="list-style-type: none"> - Oh the Places You'll Go! - Overcoming Life's Obstacles <p>Extension: Have your students write a letter to their future self. This special letter will be opened in September as they begin their new Post-Secondary opportunity. The goal</p>

	<p>c. What are two obstacles you may face?</p> <p>d. How can you overcome these obstacles?</p> <p><i>NOTE: This activity can be completed by uploading a video journal instead of writing an entry.</i></p>	<p>is to inspire and remind yourself of your strategies to overcoming potential obstacles.</p> <p><i>NOTES: This can be a written letter, video or an artistic piece.</i></p>
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APRIL

<p>Learning Goal:</p> <p>✓ to identify key resume elements that strengthen an application</p>	<p>ACTIVITY: Cover Letters</p> <ol style="list-style-type: none"> 1. Select Cover Letters in the ‘Work’ section from the navigation menu on your dashboard. 2. Select the Cover Letter Guide and review the Guidelines and Tips to learn more about effective Cover Letter building. 8. Find a job posting for one of your favourite Occupations. To do this, simply click the Work section in the navigation and select Job Search. Enter the occupation title in the search bar to find real-time job postings from Indeed.ca. You can also search other popular job sites by selecting their name below the search bar! 3. Once you select your job posting, you will write a Cover Letter in response to this opportunity. Select Cover Letters in the ‘Work’ section from the navigation menu. From here, complete all the fields: Your Information, Employer Information, Paragraph 1, Paragraph 2, Paragraph 3, and Closing. 4. Click Preview Cover Letter at the bottom right corner of your screen to review formatting options. When you’re satisfied with the presentation, click Export at the bottom right of your screen to download, email or print your completed Cover Letter. <p>HOMEWORK: Share your portfolio (e.g., Career or About Me Portfolio) with your parent/guardian so they can see what you’ve done so far.</p>	<p>Lesson Plan:</p> <ul style="list-style-type: none"> - myBlueprint Cover Letter Building Activity - Interview Skills and Mock Interview <p>Extension:</p> <p>Have your students use the Job Search tool (from the navigation menu) to look for a summer job. Once they have chosen a summer position, have them create a Resume and Cover Letter that relates to the desired role. Have students set a Goal and Action Plan to apply for this position.</p>
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MAY

<p>Learning Goal:</p> <ul style="list-style-type: none"> ✓ to practice self-assessment and reflection 	<p>ACTIVITY: Review Goals</p> <ol style="list-style-type: none"> 1. Ensure all goals created this year are added to your Portfolio (e.g., Career or About Me Portfolio). 2. Review the goals you created this year and write a reflection on your progress/achievement/improvements for each goal. 	<p>Lesson Plans:</p> <ul style="list-style-type: none"> - October Sky Analysis
<p>Learning Goal:</p> <ul style="list-style-type: none"> ✓ to develop budgeting skills and identify strategies for making wise financial choices ✓ to discover how post-secondary choices will affect current budget goals 	<p>ACTIVITY: Review Budget</p> <ol style="list-style-type: none"> 1. Select Money from the navigation menu. 2. Select Budget and Finance Guide, and review the information in Budget Basics, Credit and Debit, and Paying for Post-Secondary. Write a paragraph summarizing each section in your own words. 3. Click on your budget and review the budget that is linked to your selected Post-Secondary opportunity. Adjust any income/expenses that need to be updated. 4. Select Portfolios in the 'Home' section from the navigation menu. Select your portfolio (e.g., Career or About Me Portfolio) and Click + Add Box, Add Recent + to add a box containing your Budget. Write a brief reflection concerning your financial progress. (Is your budget on track towards saving for your post-secondary opportunity? Were there any unexpected expenses incurred this year? What can you do to improve on the budget planning process moving forward?) 	<p>Lesson Plans:</p> <ul style="list-style-type: none"> - myBlueprint Budgets Lesson Plan - Numeracy and Budgeting Basics <p>Extension:</p> <p>Have your students search for scholarships available to High School students. In the Paying for Post-Secondary Guide, you will find links to scholarship databases.</p>
JUNE		
<p>Learning Goals:</p> <ul style="list-style-type: none"> ✓ to practice self-assessment and reflection ✓ to be active participants in creating their portfolio and showcasing their story 	<p>CULMINATING ACTIVITY: My Portfolio</p> <ol style="list-style-type: none"> 1. Add 2 more custom boxes (+Add box, Add Media +) – upload images or documents or link videos of something that happened to you this year that you would like to share (i.e. field trip, job shadowing, cool project, etc). 2. Write a reflection about why you wanted to share this experience. 3. Look at your Portfolio (e.g., Career or About Me Portfolio) to review the boxes you've added and ensure each box has a reflection. 	<p>Lesson Plans:</p> <ul style="list-style-type: none"> - myBlueprint Culminating Activity - myBlueprint Creating a Portfolio

Possible Guiding Reflection Questions:

- What have you learned about yourself?
- How does this change your thinking?
- How will you use this knowledge to help you plan for the future?

Additional Activities and Information:

If you have not completed CTR1010 please inquire about the modules. Please print certificates from modules for portfolio.

Ensure you are aware of the correct courses and marks you require to get into the post-secondary option of your choice. What is your plan “B”?

If you are interested in a career in health, Grade 11 is the only year you can participate in the Health Internship Program – a 6-week paid summer internship.

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 Student 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

Research financial aid opportunities – consider getting summer employment, part-time work, scholarship, bursaries, grants, etc.

● Complete a practice application for a student loan. There are often a large number of documents required to apply and it is helpful to have these ahead of time.

● Talk about financial aid and student loan information with your parents.

○ Some financial aid programs are available for application in Grade 11

● Check out options for scholarships, grants or bursaries. Apply if applicable and listen closely to the May and June announcements for information.

● Look at the criteria for the Grade 12 scholarships, and plan to apply.

Make sure you work hard and get good grades. Sometimes conditional acceptances from post-secondary institutions are based on Grade 11 marks.

Update your Portfolio. Keep track of all the new academic, extracurricular and community work you have done since last year. Did you take a first aid or other community courses? If so, make a copy of any course certificates and place them in your portfolio.