

Northwest School Division

Graduation & Post-Graduation Plan



Grade 9

“All successful people men and women are big dreamers. They imagine what their future could be, ideal in every respect, and then they work every day toward their distant vision, that goal or purpose.”

– Brian Tracy

Introduction

The Graduation & Post-Graduation Plan for grades 9 to 12 is the work of classroom teachers like yourself who felt and believed students needed help in creating a plan for after graduation. We feel strongly, similar to the Saskatchewan Ministry of Education that “developing and maintaining a graduation and post-graduation plan will assist every student in exploring their interests, skills, values and personal traits while considering the many career pathways available to them in Saskatchewan, Canada and beyond. It will guide students in making informed decisions that impact their present and future lives” (Saskatchewan Ministry of Education. Graduation and Post-Graduation Plan. Graduation and Post-Graduation Plan, 2017.)

These resources have been created with both the classroom teacher and student in mind. Activities are supported by the top education and online career planner- myBlueprint. This allows students to access their personal plan and career/educational information anytime, anywhere. Activities can be discussed and supported in a variety of class settings, but also provides the students the freedom to explore by themselves or with their parents/guardians at home.

The content of each of the plans has been designed to provide a balanced approach in exploring a variety of post-secondary options including, but not limited to; university, college, trades/ apprenticeship, workforce and entrepreneurship. We are confident that students will be able to find relevance in the activities that have been created for them.

Grade 9 graduation & post-graduation plan checklist:

- Review and obtain personal documentation
 - Birth certificate
 - Health Card
 - Social Insurance Number
 - Saskatchewan Photo ID
 - Complete inventories
 - Learning Styles
 - Personality
 - Interests
 - Identify interests write a reflection for your About Me portfolio
 - Review of Grade 10, 11 & 12 course options to understand what a tentative schedule may look like for completion to gain understanding of prerequisites to courses and graduation requirements
 - Review graduation & post-graduation plans with
 - Parent(s)/Guardian(s)
 - Advisory teacher/Trusted adult
 - Create one personal goal and one academic goal per semester to work towards. This will be discussed at 3-way conferences.
 - Gain basic understanding of the full range of post-secondary opportunities
 - Apprenticeship (Saskatchewan Youth Apprenticeship Program)
 - University
 - Technical school
 - Private College
 - Employment
 - Entrepreneurship
 - Develop personal career documentation and upload to About Me portfolio
 - Resume & Cover letter
 - Young Workers Readiness Certificate
 - Attend a career day
 - Write a reflection on this event and add to your About Me portfolio
 - In June, scan and upload to your portfolio any athletic, community or academic awards you received throughout the year.
- This graduation & post-graduation plan checklist outlines the tasks that students should complete in their grade 9 year.
 - Teacher/mentor should have students refer to this list often to track their progress
 - Students should not upload personal documents to their myBlueprint portfolios.

Personal Documentation

It is important as a young person to ensure that you have all the proper personal documentation available to you. These pieces of documentation will help you access supports and resources in the community, and can help you obtain a job. These documents should not be uploaded to myBlueprint for privacy reasons. Keep in a safe place.

Birth Certificate - A Birth Certificate is your most valuable identification document and the primary identity document issued by the Province. It is needed when registering for school, applying for a passport and obtaining a driver's license and a Social Insurance Number.

- Order a birth certificate
 - o eHealth Saskatchewan
 - <https://www.ehealthsask.ca/residents/births/Pages/Order-a-Birth-Certificate.aspx>

Saskatchewan Health Card - The Saskatchewan Health Card is a valuable personal identification card that you should be prepared to present whenever you need health services.

- Update or replace Health Card
 - o eHealth Saskatchewan
 - <https://www.ehealthsask.ca/residents/health-cards/Pages/Update-or-Replace-a-Health-Card.aspx>

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. A SIN is issued to one person only and it cannot legally be used by anyone else. You are responsible for protecting your SIN. Store any document containing your SIN and personal information in a safe place—do not keep your SIN with you.

- Apply for SIN Number
 - o Employment & Social Development Canada
 - <https://www.canada.ca/en/employment-social-development/services/sin/apply.html>

Saskatchewan Photo Id/ Drivers Licence - A photo ID card is available for all Saskatchewan non-drivers. You can get a photo ID card from any motor licence issuer. The cost is \$15.

- Non Driver Photo ID
 - o <https://www.sgi.sk.ca/individuals/licensing/features/photoidcard.html>
- Driver's Licence
 - o <https://www.sgi.sk.ca/individuals/licensing/getyourlicence/index.html>

Personal Documentation Log

Document	Contact Information	Availability	Obtained	Expiry
Birth Certificate	eHealth Saskatchewan www.ehealthsask.ca	Since birth		N/A
Saskatchewan Health Card	eHealth Saskatchewan www.ehealthsask.ca	Must reside in SK. for 3 months.		
Social Insurance Number	Regina Service Canada <i>Alvin Hamilton Building 1783 Hamilton Street Regina, Saskatchewan</i>	Since birth		N/A
Saskatchewan Photo ID/Drivers Licence	Any SGI Licence Issuer	15 Yrs. - ID 16 Yrs. - DL		
Young Workers Readiness Certificate	https://ywrcc.ca/	Online	<i>Upload to MBP Portfolio</i>	N/A

- Teacher/mentor should review each piece of documentation with students to discuss the importance and where they can access the documents (use the links provided).
- Individual conversations should occur with students to confirm what documents students have and those they need to obtain.
- **Students should not upload these documents to myBlueprint for privacy reasons. Students should rather have them on their person or in a safe place.**

What is S.M.A.R.T. Goal Setting?

What is a goal?

- Each semester students will be asked to create 2-3 goals and make a concrete plan to achieve.
- Teacher/mentor should review the SMART goal process with students so they have a clear understanding of the process.
- The goal designer on myBlueprint is based on the SMART goal process.

A goal is a desired outcome that will make a difference in your life as a result of achieving it. There are many types of goals, including academic, extracurricular, community, education, career, and learning skills goals. A goal requires effort and focus to achieve it. To help keep track of your progression towards a goal, you need to set a timeframe and an action plan. An action plan consists of specific tasks or steps that you will follow to achieve your end goal.

How can I set S.M.A.R.T. goals?

Goal setting helps you focus on what you want to achieve, and also helps you gain self-confidence. S.M.A.R.T. goals are specific, measurable, achievable, realistic, and time framed.

Specific

Your goals should be specific rather than general. This means the goal is clear and you understand your objective. A specific goal will answer the five “W” questions:

-What. What do I want to accomplish?

-Why. Specific reasons, purpose or benefits of accomplishing the goal

-Who. Who is involved?

-Where. Identify a location (e.g., school)

-Which. Identify requirements and constraints

Measurable

You should be able to measure your progress toward reaching your goals. A measurable goal will answer questions such as:

-How much?

-How many?

-How will I know when my goal is accomplished?

Attainable

Your goals should be realistic and attainable. When you identify goals that are most important to you,

you begin to figure out ways you can make them come true. An attainable goal will answer the question:

How can the goal be accomplished?

Relevant

You should choose goals that matter. A bank manager's goal to 'Make 50 peanut butter and jelly sandwiches by 2:00 pm' may be specific, measurable, attainable, and time-bound, but isn't very relevant. A relevant goal can answer yes to the question:

Does this seem worthwhile?

Time framed

Your goals should have a time frame or target date. A time framed goal will usually answer questions such as:

-When do I plan on working towards accomplishing this goal?

-What can I do this year?

-What can I do before I graduate?

-What can I do this semester?

One way to answer these questions is to select a timeframe for your goal:

-Short-term (this school year)

-Medium-term (before graduation)

-Long-term (after high school)

What is an example of a S.M.A.R.T. goal?

Goal: I will raise my grade from 62% to a 70% in math

Timeframe: Short-term (this school year)

Action Plan:

-Spend two hours each week preparing for math quizzes and tests

-Spend an extra hour each week to complete my math homework

-Attend math tutorials offered by my teacher at lunch time

-Participate in class and ask questions

How can I learn from my goals?

-Don't forget, an essential part of goal setting is to self-assess and reflect on your goals.

-As you work towards your goal, ask yourself the following questions:

-How could I modify this goal to make it more attainable?

-How could I modify this goal to make it more measurable?

-How is this goal important to me?

-Who can support me and help me achieve this goal?

-How could I use my skills and strengths to help me accomplish this goal?

-Do I need to add more steps to my action plan?

-Once you have accomplished your goal, ask yourself the following questions:

-What did I do well?

-What am I most proud of?

-What barriers did I run into and how did I overcome them?

-What have I learned?

*Adapted from Attitude is Everything, by Paul J. Meyer.

myBlueprint

LOGIN INFORMATION

Username: _____



Password: _____

- The grad & post-grad activities have been organized into monthly tasks for the students to complete.
- Every effort has been made to align activities to reflect what is typically happening in the high schools that month.
- Students are required to have a myBlueprint account prior to beginning these activities.
- The following activities will assist students in exploring a variety of interests and establishing a portfolio for graduation.

GRADE 9 Graduation & Post-Graduation Activities

MONTH	STUDENT ACTIVITY
September	
<p>Learning Goals:</p> <ul style="list-style-type: none"> ✓ to discover what type of Learning Style describes you ✓ to find study tips that might work for you, and that you will try out 	<p style="text-align: center;">ACTIVITY: Interests Assessment</p> <ol style="list-style-type: none"> 1. Select Portfolios from the tab menu in the home section. 2. Add a new portfolio (+ Add Portfolio) titled <i>'About Me Portfolio'</i>. This portfolio will allow you to showcase your interests, passions, goals, and career interests. 3. Select Who Am I? from the navigation menu on the left hand side of your screen. Select Surveys 4. Complete the Interests questions to receive your results 5. Review the full report to learn more about your interests and the types of occupations that are well suited to your interests. 6. Add your Interests to <i>'About Me Portfolio'</i>. 7. Write a brief reflection (Do you agree? Disagree? Why or why not? What did you learn?) 8. Review the list and descriptions of Personal Documentation and make a plan to obtain these documents. <p><i>NOTE: The Learning Styles and Personality assessments must be completed before you can complete the Interest survey</i></p>

October	
<p>Learning Goal:</p> <ul style="list-style-type: none"> ✓ to learn more about creating SMART goals and action plans • Be sure to review and discuss SMART goals with students before they begin this activity. • Ensure that students have begun the Young Workers Readiness Course online. This is one of the tasks they must accomplish this year. 	<p style="text-align: center;">ACTIVITY: Goals</p> <ol style="list-style-type: none"> 1. Select Menu from the navigation menu on the left hand side of your screen and select Goals 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 <i>'About Me Portfolio'</i>. 4. Add ONE (1) Personal 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 on 5. Add your goals to your <i>'About Me Portfolio'</i>. 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?) 7. Be prepared to share your two goals and your plan for obtaining your personal documentation at your first 3-Way conference of the year.
November	
<p>Learning Goal:</p> <ul style="list-style-type: none"> ✓ to learn more about your interests and passions <p>Ensure that students have begun the Young Workers Readiness Course online. This is one of the tasks they must accomplish this year.</p>	<p style="text-align: center;">ACTIVITY: Add 2 Boxes to your Portfolio</p> <ol style="list-style-type: none"> 1. Select Home from the navigation menu on the left hand side of your screen. Select Portfolios and choose your <i>'About Me Portfolio'</i>. 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. Add a reflection (why did you choose to share this? Why is it important to you?) 5. If you haven't done so, you should begin the Young Workers Readiness course this month. https://ywrcc.ca/

December	
<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 want to have 	<p style="text-align: center;">ACTIVITY: Add 2 Boxes to your Portfolio</p> <ol style="list-style-type: none"> 1. Select Home from the navigation menu on the left hand side of your screen and select Portfolios. 2. Add a Box 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 on why you chose this picture or video. 5. If you haven’t done so, you should begin the Young Workers Readiness course this month. https://ywrcc.ca/
January	
<p>Learning Goal:</p> <ul style="list-style-type: none"> ✓ to start tracking experiences, dates and key information 	<p style="text-align: center;">ACTIVITY: Resumes</p> <ol style="list-style-type: none"> 1. Select Work from the navigation menu on the left hand side of your screen. Select Resumes. 2. Add your Contact information; fill in the Education section, Extracurricular activities, and at least one experience to the Hobbies and Interests section. 3. Add any additional experiences that you’d like to record <p style="text-align: center;">ACTIVITY #2: Review Goal Setting</p> <ol style="list-style-type: none"> 1. Review goals set in October 2. Check off the completed boxes in your ‘tasks’ and / or reflect... how are they going? Completed? 4. Share your portfolio with your parents/guardian so they can see what progress you have made since your 3-Way Conference. 5. If you haven’t done so, you should begin the Young Workers Readiness course this month. https://ywrcc.ca/

February	
<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 	<p style="text-align: center;">ACTIVITY: Goals</p> <ol style="list-style-type: none"> 1. Select Menu from the navigation menu on the left hand side of your screen and select Goals 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 <i>'About Me Portfolio'</i>. 4. Add ONE (1) Personal 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 on 5. Add your goals to your <i>'About Me Portfolio'</i>. 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?)
March	
<p>Learning Goal:</p> <ul style="list-style-type: none"> ✓ to explore and prepare for the transition to high school 	<p style="text-align: center;">ACTIVITY: High School Planning</p> <ol style="list-style-type: none"> 1. Select High School from the navigation menu on the left hand side of your screen. 2. Add courses to Year 1 based on compulsory courses and electives you may be interested in 3. Review grade 10, 11 and 12 courses that you are interested in, and make sure that you have the prerequisites selected. 4. Be prepared to share your two goals and your plan for obtaining your personal documentation at your first 3-Way conference of the year.
April	
<p>Learning Goal:</p>	<p style="text-align: center;">ACTIVITY: Add 2 Boxes to your Portfolio</p>

<p>✓ to have a voice and showcase who you are – your passions, interests, hobbies, talents, etc.</p>	<ol style="list-style-type: none"> 1. Select Home from the navigation menu on the left hand side of your screen. Select Portfolios 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. Add a reflection (why did you choose to share this? Why is it important to you?)
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<p>May</p>	
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<p>Learning Goal:</p> <p>✓ to explore and discover various occupations in the real world</p>	<p style="text-align: center;">ACTIVITY: Occupations</p> <ol style="list-style-type: none"> 1. Select Work from the navigation menu on the left hand side of your screen. Select Occupations. 2. Enter Opportunity Name or Keyword and click Search when you are ready. 3. Find 3 Occupations that are not necessarily in your field of interest but you want to know more about. Click the heart in the right hand corner of the occupations box to add to your favourites. 4. Select favourites from the left hand side navigation menu. Choose two occupations that you would like to compare. 5. Compare them by clicking the  menu on the right hand side of the occupation you would like to compare. A drop down menu will appear. Select compare. <i>Repeat this process for the other occupation you would like to compare.</i> NOTE: At the top of your page your compared items will appear. 6. Select the blue compare button to view a side-by-side comparison of your selections. <ol style="list-style-type: none"> a. Consider and compare the following: Level of education required b. Outlook c. Salary d. Number of years of post-secondary education (if this applies) e. Compare Important Skills 7. Add your top 3 occupations to your <i>'About Me Portfolio'</i> and use the reflection box to compare (Pros vs Cons) 8. Attend the “Try a Career Day” hosted by RDIEC. Write a reflection of the experience and add to your <i>'About Me Portfolio - Grade 9'</i>.
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June	
<p>Learning Goal:</p> <ul style="list-style-type: none"> ✓ to practice self-assessment and reflection 	<p style="text-align: center;">ACTIVITY: Review Goals</p> <ol style="list-style-type: none"> 1. Ensure all goals created this year are added to your <i>'About Me Portfolio'</i>. 2. Review the goals you created this year and write a reflection on progress/achievement/improvements for each goal. 3. Scan and upload to your About Me portfolio any athletic, community, or academic awards you have received this year.
<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 style="text-align: center;">*CULMINATING ACTIVITY: My Portfolio</p> <ol style="list-style-type: none"> 1. Add 2 more custom boxes to your <i>'About Me Portfolio'</i>.– 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 <i>'About Me Portfolio'</i>. and all of the boxes you've added and ensure each box has a reflection

Possible Guiding Reflection Questions:

- What have you learned about yourself?
- How does this change your thinking?

- 3 Way Conferences are a great opportunity for students to share what they have accomplished in their classes, their semester goals and their ideas for after graduation.
- The 3 Way Conference Script is intended to assist students in leading their 3 Way Conference.
- Teacher/mentor should review the script with students prior to the 3 Way Conferences and allow time for students to formulate responses to the prompts.

3 Way Conferences - Student Outline

1) Student/ Parent/Teacher Introductions

Possible Student Dialogue:

“Hi Mr./Ms. _____ this is my (mom/dad/aunt/grandma/guardian) _____ and my (mom/dad/uncle/grandpa/guardian) _____.”

2) Introduction to myBlueprint

Possible Student Dialogue:

As you may or may not know in Advisory and many of my other classes we are using a program called myBlueprint which is an education and career planner that helps create a plan for graduation and after my graduation.

-Student should be able to login in to his/her account. If not check email for activation code.

2) Describe how things are going this semester.

Possible Student Dialogue:

“This semester is going well/ not well. I have really enjoyed/disliked/struggled with _____ and _____. However, I have enjoyed/disliked/struggled with _____ and _____.”

3) Discuss some of the similarities and differences from last year at this time.

Possible Student Dialogue:

“This semester has been different from last year because _____. Although, I noticed some things are the same like _____.”

4) What are some of your strengths as a student? What are some of your weaknesses as a student?

Possible Student Dialogue:

"I feel my main strength as a student is _____. I know this is a strength because _____. One of the areas I struggle as a student is _____. I know I need to work on this because _____. My plan is to_____."

5) How can you contribute positively in Advisory?

Possible Student Dialogue: "I feel that I already contribute in Advisory by _____. One way I could further contribute is by _____."

6) Review your one Academic goal and one Personal goal on myBlueprint.

Possible Student Dialogue:

"I would like to share my academic goals now. My first goal is _____. I plan to achieve this goal by _____. "I would like to share my personal goal now. My goal is _____. I plan to achieve this goal by_____."

7) Personal Documentation

Possible Student Dialogue:

One of my responsibilities this year is to ensure that I obtain the necessary personal documents that will be needed for future employment and services.

-Student reviews the list of personal documents

-Students discuss what they have obtained or confirmed and what their plan is for the remaining documents.

8) Time for Parent Questions/Comments

Possible Student Dialogue:

"Does anyone have any questions or comments about what I have shared?"