Northwest School Division

Graduation & Post-Graduation Plan



GRADE 12

"Education is the most powerful weapon which you can use to change the world"

-Nelson Mandela

Introduction

Developing and maintaining a graduation and post-graduation plan for yourself will assist you in exploring your interests, skills, values and personal traits while considering many career pathways available to you in Saskatchewan, Canada and beyond! This will guide you in making informed decisions that will impact your present and future lives. A graduation and post-graduation plan is a tool to assist you in transitioning smoothly through high school and beyond – to a future that is personally fulfilling and rewarding.

Grade 12 graduation & post-graduation plan checklist:

	Review	and obtain personal documentation. These documents should not be uploaded to	
	myBlue	eprint for privacy reasons.	
		Birth certificate	
		Health Card	
		Social Insurance Number	
		Saskatchewan Photo ID	
		Driver's Licence	
	Review and obtain employment related documents		
		WHMIS Certificate	
		Food Safety Level I	
		SYA Level I and/or II	
	☐ Further identify interests and passions and develop a description of the person you want to become		
	☐ Explore available occupation options and make informed post-secondary decisions.		
	☐ Discover post-secondary options that align with personal interests		
☐ Review your Grade 12		your Grade 12 course options to ensure you have the proper schedule and required	
	prerequ	uisites for graduation and post-secondary courses	
	Create	one academic, personal and outgoing transitions goal per semester to work towards. These	
	goals w	ill be discussed at 3-Way conferences.	
	Post Se	condary	
		Attend at least one scholarship and student loan information session offered at your school	
		Apply for at least two scholarships	
		Attend at least one post-secondary information session offered at the school. Gain further	
		understanding of post-secondary opportunities and conduct a comparison of programs.	
	Trades/	/Apprenticeship	
		Complete Level III of your SYA Passport this year	
		Attend Try-A-Trade	
		Attend at least one post-secondary information session offered at the school.	
		Attend at least one scholarship information session offered at the school	
		Review criteria for the SYA Scholarship	
	Employ		
		If you are taking Workplace 20, upload completion of <i>Financial Literacy</i> Chapter Test	
		Search for at least 3 part-time jobs using the Saskiobs.ca website	

Continue developing budgeting skills and identify strategies for making wise financial choices,
while learning how to effectively use a credit card.
Continue to develop personal career documentation
☐ Resume & Cover letter
Review graduation & post-graduation plans with
Parent(s)/Guardian(s)
Advisory teacher/Trusted adult
Attend at least one graduation information session offered at the school.
Become familiar with the process to request on line transcripts from the Ministry of Education.
Meet with a trusted adult once regarding your post-secondary plans
Search for at least 3 part-time jobs using the Saskjobs.ca website

Saskatchewan Youth Apprenticeship

Welcome to the Saskatchewan Youth Apprenticeship (SYA) Program! SYA raises awareness of apprenticeship in Saskatchewan schools by helping young people discover what rewards come with being a Youth Apprentice and working in the skilled trades. SYA enhances student career development by exploring the world of opportunities skilled trades offer Saskatchewan youth. SYA is composed of three levels with four challenges in each level to be completed in Grades 10 to 12.

What are the benefits of completing SYA in high school?

Students who complete all three levels and register as an apprentice in a designated trade within five years receive the following benefits:

- 1. waiver of registration fee (currently \$175)
- 2. no charge for first level of technical training tuition
- 3. 300 hours of trade time credit

	Complete at least 1 PAA course		
	Completion of Apprenticeship Terminology		
☐ Complete at least one of the following intensive work related experiences:			
	Spend one full day job shadowing a tradesperson		
	☐ Spend at least one full day with a community leader (e.g. chief, counsellor, etc)		
	Participate in a trade-related work placement for Career and Work Exploration		
	Create a portfolio including apprenticeship-related learning		
	Attend a career fair to collect information to compare apprenticeship training with another		
	form of post-secondary opportunity		
	Submit all documentation and final paperwork		
	Request certificate		

Record your Progress:

It is important that you record your progress and the completion of the above tasks in order to receive credit for Level I of Saskatchewan Youth Apprenticeship.

- **1.** Select **Portfolios** from the tab menu in the home section.
- 2. Add a new portfolio (+ Add Portfolio) titled 'SYA LEVEL III'. This portfolio will allow you to record your completed tasks for this level.

Exploring the Fine Arts

Historically, the five main fine arts were painting, sculpture, architecture, music, and poetry, with performing arts including theatre and dance. Today however, the fine arts commonly include additional forms, such as film, photography, video production/editing, design, sequential art, conceptual art, and printmaking. The benefits of participating in the Fine Arts are many but here are 10 great reasons:

- 1. Increases creativity
- 2. Develops motor skills
- 3. Increases confidence
- 4. Increases capacity for visual learning
- 5. Strengthens problem solving skills
- 6. Improves focus
- 7. Teaches us how to collaborate
- 8. Learn accountability
- 9. Strengthens perseverance
- 10. Improves overall academic performance

Grade 12 Fine Arts Exploration Tasks:

J	Successful completion of at least 1 Fine Arts course
	Attend one performance or show in the community and write a 1 page review
	Create a portfolio of your own personal work to showcase your talents
	Attend a career fair to collect information to compare Fine Arts training opportunities

Record your Progress:

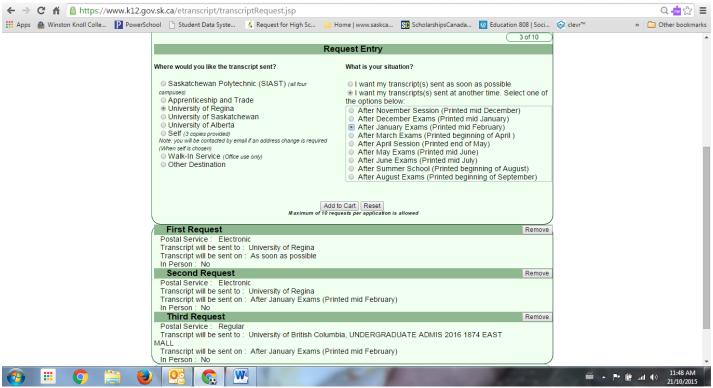
It is important that you record your progress and the completion of the above tasks. Use myBlueprint as a way to record your work.

- **1.** Select **Portfolios** from the tab menu in the home section.
- 2. Add a new portfolio (+ Add Portfolio) titled 'Fine Arts Exploration Grade 12'. This portfolio will allow you to record your completed tasks for this level.

Requesting Official High School Transcripts

Official High School transcripts must be requested through the Ministry of Education online or in person. This is one of the official documents you will need when you apply to a post-secondary institution. Once the documents are requested and paid for the Ministry of Education send them directly to the post-secondary institution for you!

https://www.k12.gov.sk.ca/etranscript/



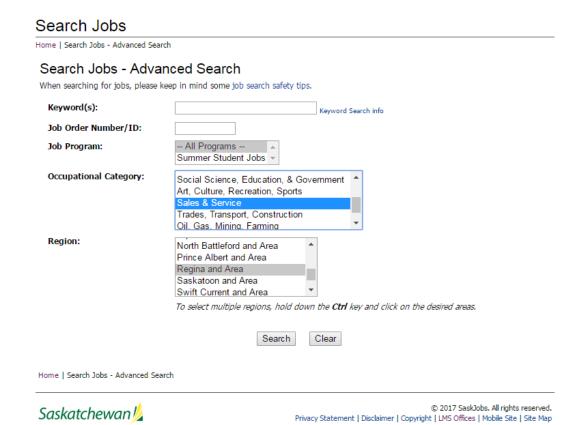
Once you have filled in your personal information you will be directed to a screen that looks like this!

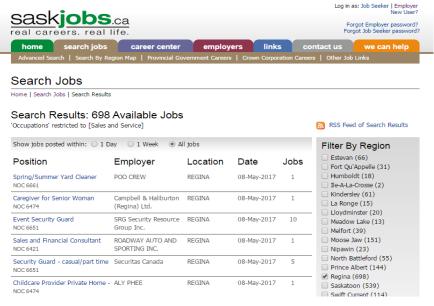
- 1. Click the post-secondary institution
- 2. Click After January Exams
- 3. Add to cart
- 4. Click the post-secondary institution
- 5. Click After June Exams
- 6. Add to cart
- 7. Click Self
- 8. Click After June exams
- 9. Add to cart
- Check out
- 11. Proceed with online payment



SaskJobs.ca Employment Search

Saskjobs.ca is your online database for searching and applying for full and part time work in Saskatchewan. Hundreds of employers use this website to fill openings in their business. You can search for work by occupation, by region as well as with basic key words.





myBlueprint

LOGIN INFORMATION

Password:			

Username:



GRADE 12 Graduation & Post-Graduation Plan

MONTH	STUDENT ACTIVITY
September	
Learning Goals:	ACTIVITY: Compatibility Assessment
✓ to identify factors that have shaped who they	Select Who Am I? from the left hand navigation menu on your dashboard.
are and are likely to shape who they become over time ✓ to explore available	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.
occupation options and make informed post- secondary decisions	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 favorited).
	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?).

NOTE: The *Learning Styles*, *Personality, Interests, Knowledge and Motivations* assessments must be completed before a student can complete the Compatibility surveys.

October

Learning Goal:

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

ACTIVITY: Goal Setting

- 1. Select **Goals** from the menu on your dashboard and + **Add Goal**
- 2. Add ONE (1) Academic Goal (Medium 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) Personal(Medium 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.
 - Add this goal to your About Me Portfolio.
- 6. Add ONE (1) Outgoing Transitions (short/Medium 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.
- 7. 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?)
- **8.** Be prepared to speak and share these goals at your 3 Way Conference this month.

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?).

November

Learning Goal:

- ✓ to discover Post-Secondary options that align with personal interests
- ✓ to compare different post-secondary pathways

ACTIVITY: Post-Secondary

- **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). Click the three grey dots to the right of the opportunities you favourited 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.
- 5. Consider and compare the following:
 - 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-favorited 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?).

	NOTE: For additional information outlining each Post-Secondary pathway, explore the Guides & Articles section found in the navigation menu.		
December			
Learning Goal:	ACTIVITY: Budgets		
✓ to acquire basic budgeting skills and identify strategies for making wise financial choices	 Select Money from the navigation menu. 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. 		
✓ to discover how post- secondary choices will	3. Read the content on Credit and Debit and answer the following questions in your own words:a. What is Credit?		
affect current budget goals	b. What is Interest and how does it work?		
✓ to learn how to effectively use a credit card	c. What is Debt?4. Click on Paying for Post-Secondary Guide, read the content and answer the following questions in your own words:a. What is a scholarship?		
	b. What are bursaries and grants?c. What is a loan?d. What are the differences between these financial		
	5. Click on + Add Budget, and add a name and description to your budget for a Post-Secondary opportunity you have favourited. 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 favourited 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 favourited from the list of programs and add related expenses according to the estimates given.		

	6. Download this budget and share it budget with a trusted adult and discuss your financial options.
January	
Learning Goal:	ACTIVITY: Occupation Planning
✓ to explore and compare various	Select Occupations in the 'Work' section from the navigation menu on your dashboard.
occupations in the real world	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.
✓ to relate personal attributes to career goals	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:
	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 menu. Click and drag your top three choices into the slots. 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. 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?) **February ACTIVITY: Goal Setting** Learning Goal: ✓ to track experiences, 1. Select Goals from the menu on your dashboard and + Add Goal dates and key Add ONE (1) Academic Goal (Medium term) and include an Action information that can be Plan for how you intend to achieve it. This can be around Learning helpful in a job Skills or to improve on a specific subject area. application ✓ to identify key resume 2. Add this academic goal to your About Me Portfolio. elements that strengthen an 3. Add ONE (1) Personal (Medium term) and include an Action Plan for application how you intend to achieve it. This can be about anything else in your life that you would like to improve. 4. Add this goal to your About Me Portfolio. 5. Add ONE (1) Outgoing Transitions (Short/medium 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. 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?) Be prepared to speak and share these goals at your 3 - Way Conference this month. **ACTIVITY: Resumes & Cover Letters** 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 realtime 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 8. Share your portfolio (e.g., Career or About Me Portfolio) with a trusted adult so they can see what you've done so far. **Learning Goal:** ACTIVITY: Review 1. Ensure that your goals regarding Post-Secondary opportunities ✓ to practice selfare on track, if they are not; speak with your teacher or counselor assessment and so that they can help you make a plan. reflection 2. Select **Portfolios** in the 'Home' section from the navigation menu. Select your portfolio (e.g., Career or About Me Portfolio) Click + ✓ to develop or improve Add Box, Add recent + then click Goals, select the goals you set on time management today, and click + Add. Write a brief reflection about why you've and organization skills set these goals (What are you trying to achieve? Why? How does it fit in a bigger plan?) March Learning Goal: ACTIVITY: Create A Custom Box In Your Portfolio ✓ to learn more about 1. Select **Portfolios** from the menu on your dashboard. yourself and the 2. Add a custom box to your Portfolio (e.g., Career Portfolio or About person you want to Me Portfolio) called "WHO DO I WANT TO BECOME?" and upload a become - the qualities picture or video of something that best describes who you want to become - this is not an occupation, but rather a character and positive traits you strength. would like to work on 3. Add a title and a description. **4.** Write a **reflection** about why you chose this picture or video. April **Learning Goal: ACTIVITY: Create a Journal Entry in My Portfolio**

- ✓ to be equipped for transitioning into post-secondary
- 1. Select **Portfolios** in the 'Home' section from the navigation menu.
- 2. Choose your portfolio (e.g., Career or About Me Portfolio).
- 3. Click + Add Box, and select Add Journal +. Create a Journal Entry.
- ✓ to reflect on their expectations for Post-Secondary
- **4.** Write a **Journal Entry** to describe what you have heard about Post-Secondary opportunities. Then answer the following questions:
 - **a.** What are you looking forward to?
 - **b.** What are you worried about?
 - **c.** What are two obstacles you may face?
 - **d.** How can you overcome these obstacles?

NOTE: This activity can be completed by uploading a video journal instead of writing an entry.

Learning Goal:

ACTIVITY: Cover Letters

✓ to identify key resume elements that strengthen an application

- **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.
- 9. 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.
- **5.** Share your portfolio (e.g., Career or About Me Portfolio) with a trusted adult.

May

Learning Goal:	ACTIVITY: Review Goals
✓ to practice self- assessment and	Ensure all goals created this year are added to your Portfolio (e.g., Career or About Me Portfolio).
reflection	2. Review the goals you created this year and write a reflection on your progress/achievement/improvements for each goal.
Learning Goal:	ACTIVITY: Review Budget
✓ to develop budgeting	Select Money from the navigation menu.
skills and identify strategies for making wise financial choices	 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.
✓ to discover how post- secondary choices will affect current budget	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.
goals	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?)
June	
Learning Goals:	CULMINATING ACTIVITY: My Portfolio
✓ to practice self- assessment and reflection	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).
✓ to be active participants in creating	2. Write a reflection about why you wanted to share this experience.
their portfolio and showcasing their story	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.
	4. Ensure that you change your RBE email in your account to a personal email so you can access your materials and resumes after graduation.

3 Way Conferences - Student Outline

1) Studenty Parenty Teacher Introductions
Possible Student Dialogue:
"Hi Mr./Msthis 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.
2) Describe how things are going this semester.
Possible Student Dialogue:
"This semester is going well/ not well. I have really enjoyed/disliked/struggled withandand"
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, Personal and Outgoing Transitions 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" "I would like to share my outgoing Transitions goal now. My goal is"
7) Discussion of Graduation & Post-Graduation Plans
Possible Student Dialogue:
-Right now I am considering/have applied for the following universities/colleges and/or apprenticeship route
-l am most excited for
-l am worried about
-l am still unsure of
-Questions I have are
8) Time for Parent Questions/Comments
Possible Student Dialogue:
-Does anyone have any questions or comments about what I have shared?"