



Student Guide:

CAREER LIFE PLAN

Your Journey to a Meaningful Career Life Plan

This student guide is designed to help you create a meaningful Career Life Plan through a series of tasks and activities. As you work through each section, make sure to complete the **required tasks** as they are essential for your Career Life Plan presentation. The "Digging Deeper" sections aren't required but they provide additional context and will deepen your understanding.

What are your responsibilities?

- Take ownership of your Career Life Plan.
- Complete your Career Life Plan with evidence of your learning journey.
- Reflect on the artifacts you've included and your personal growth throughout the process.
- Meet with your School Counsellor or designate(s) in Grade 12 to review and share your Career Life Plan.
- Track your progress towards graduation using myBlueprint (Grades 10-12) and ensure you're on the right path.

"A GOOD PLAN IS LIKE A ROAD MAP: IT SHOWS THE FINAL DESTINATION AND USUALLY THE BEST WAY TO GET THERE." - H. STANELY JUDD

Navigating a Changing World: Preparing for Your Future Career

The world is changing fast, with diverse communities, new job skills, and global issues impacting local lives. Technology and global challenges are driving what's called the Fourth Industrial Revolution. To be ready, we need to prepare for unexpected changes and opportunities. Critical thinking, problem-solving, and teamwork are essential to tackle big issues like sustainability, human rights, and health.

In Canada, half of all jobs will soon need different skills than today. The focus is shifting from having a stable career to adapting and learning new skills constantly. This also affects how we prepare for higher education and the future job market.

Creating a Career Life Plan will help you stay focused on your goals, make informed decisions about your future, and be prepared for the changes and challenges in the job market. It's a tool to guide you through exploring, experiencing, and thinking about different career paths, so you can adapt and succeed in a world that's constantly evolving.

Starting with the End in Mind

Let's begin with the end in mind. Take a moment to consider: *What do you think should be included in a well-rounded Career Life Plan portfolio?*

Next, explore the sample Career Life Plan exemplar portfolio and watch this 10-minute video of Leyton, a student presenting her Career Life Plan through a digital portfolio to a guidance counsellor.

Exemplar Portfolio: [Leyton's Career Life Portfolio](#) **Video:** [Presentation](#)

Now take a moment to reflect on the following questions:

1. How did Leyton's presentation reflect her personal growth and future aspirations, and what elements of her portfolio stood out to you?
2. How did Leyton organize her portfolio, and what structure might work best for your Career Life Plan?
3. What challenges do you think Leyton faced while creating her portfolio, and how might you overcome similar challenges in your planning process?
4. How did Leyton connect her experiences and achievements to her future goals, and how can you make similar connections in your plan?
5. In what ways did Leyton's presentation showcase her individuality, and how can you ensure your portfolio reflects your unique strengths and interests?
6. What role did Leyton's reflection on past experiences play in shaping her plans, and how can you apply this reflective approach to your Career Life Plan?

Tasks

- ✓ Log in to your [myBlueprint Account](#)
- ✓ In your Education Planner Account go to [Home > Portfolios > +Add Portfolio](#)
Title: [Career Life Plan](#)
- ✓ Learn how to manage your Career and Life Plan digital portfolio by watching: [Portfolio Guide](#)

Part 1: Who Am I?

To know where you're going, it's important to understand who you are and where you stand in your learning journey. This self-awareness will help you make more intentional decisions and stay focused on your path. It allows you to recognize your strengths, identify areas for growth, and align your choices with your values and goals. By understanding yourself better, you'll be equipped to navigate challenges, seize opportunities, and create a future that reflects who you are and what you aspire to achieve.

Take a moment to reflect:

Which talents do you think you were born with, and which ones did you have to practice a lot to get good at?

Skills	Abilities
<ul style="list-style-type: none"> • Learned behavior • Possible to teach, test, and measure • Developed and improved with training or through experience <p>Examples: communication, collaboration, problem-solving</p>	<ul style="list-style-type: none"> • Natural or innate • Can be difficult to teach, test, or measure • Acquired without formal teaching <p>Examples: physical coordination, memory</p>

Understanding our interests, abilities, hobbies, and skills is crucial for self-awareness, which is the foundation for exploring potential career paths. Here's why:

1. **Clarity on Strengths and Passions:** By recognizing what we enjoy and excel at, we can identify careers that align with our strengths and passions. This alignment increases the likelihood of finding a fulfilling and satisfying career.
2. **Informed Decision-Making:** Knowing our abilities and skills allows us to make informed decisions about career options that match our natural talents. This can lead to better choices regarding education, training, and career development.
3. **Motivation and Engagement:** When we pursue careers that resonate with our interests and hobbies, we are more likely to stay motivated and engaged in our work. This can lead to greater success and personal satisfaction.
4. **Identifying Growth Areas:** Understanding our current abilities and skills helps us identify areas for growth and improvement. This self-knowledge allows us to seek out opportunities to develop new competencies that can open up additional career paths.
5. **Building a Unique Career Path:** Our unique combination of interests, hobbies, and skills can help us carve out a personalized career path that reflects who we are. This can lead to a career that is not only successful but also deeply meaningful.



Tasks

Need Help? Watch this video: [Who Am I Surveys](#)

- ✓ **In your Career Life Plan, add a journal entry by clicking add and answer the following question:** “What are your current interests, top skills, natural abilities and hobbies?”
- ✓ **Complete the [Learning Styles Survey](#) in your Education Planner**

- ✓ **Add your Learning Styles Survey to your Career Life Plan and reflect on the following question:** “Explain how this knowledge impacts your plan for your preferred future”
- ✓ **Complete the [Personality Survey](#)**
- ✓ **Add your Personality Survey to your Career Life Plan and reflect on the following question:** “What resonates the most and the least in describing your personality traits and why?”
- ✓ **Complete the [Interest Survey](#)**
- ✓ **Add your Interest Survey to your Career Life Plan and reflect on the following question:** “What did you learn about yourself? How may your interests and values impact your Career Life Plan? What do you notice about your preferred career clusters?”

Digging Deeper

- [Hard Versus Soft Skills](#)
- [The Top 10 Most In-Demand Skills for the Next 10 Years \(forbes.com\)](#)
- [How to Find Your Passion-11 Abilities](#)

Part 2: Designing a Life That Matters

Creating a career life plan isn't just about choosing a career—it's about exploring our beliefs around work, understanding our values, and recognizing our needs. By reflecting on what truly matters to us and what we need to thrive—spiritually, emotionally, physically, and mentally—we can align our career choices with our principles. This deeper self-awareness helps us design a life that feels authentic and fulfilling, where our work supports not just our livelihood but our well-being and sense of purpose.

Watch: [Designing Your Life](#)

Reflect: In your opinion, why do we work?










How do you think the person described below would define a "good job"?

Your Family	Your Peers	Society	You

Identifying Your Core Values

Values are fundamental beliefs or principles that serve as the foundation for behavior and decision-making. They represent the core of what is important to an individual or organization and shape how one interacts with the world. They are like a guiding compass, directing individuals and organizations towards their goals and aspirations, ensuring that decisions and behaviors are aligned with their core principles.

<p>HONESTY</p>  <p>Description: Telling the truth and being sincere. Example: Admitting you forgot your homework instead of lying about it.</p>	<p>KINDNESS</p>  <p>Description: Being friendly, generous, and considerate. Example: Helping a classmate who dropped their books.</p>	<p>RESPECT</p>  <p>Description: Showing regard and consideration for others. Example: Listening when someone else is speaking.</p>	<p>RESPONSIBILITY</p>  <p>Description: Being accountable for your actions. Example: Completing your assignments on time.</p>
<p>PERSEVERANCE</p>  <p>Description: Continuing to work hard even when things are tough. Example: Studying for a difficult test even when you want to give up.</p>	<p>EMPATHY</p>  <p>Description: Understanding and sharing the feelings of others. Example: Comforting a friend who is upset.</p>	<p>COURAGE</p>  <p>Description: Being brave in the face of fear or difficulty. Example: Standing up for a classmate who is being bullied.</p>	<p>PATIENCE</p>  <p>Description: Waiting calmly without getting angry or upset. Example: Waiting your turn in line without complaining.</p>

Tasks

- ✓ Read: [Discovering Your Personal Values](#) slideshow and choose your top 5 values based on these cards: [Value Cards](#)

- ✓ **Add your top 5 values to your Career Life Plan Portfolio and add a reflection:**
“How do these values influence my daily decisions and interactions with others?”

- ✓ **Complete the [Knowledge Survey](#)**

- ✓ **Add your Knowledge Survey to your Career Life Plan and reflect:** “What did you learn about yourself? How may your strengths impact your Career Life Plan?”

- ✓ **Complete the [Motivation Survey](#)**

- ✓ **Add your Motivation Survey to your Career Life Plan and reflect on this question:**
“How can I make sure my career path aligns with what motivates me?”

Digging Deeper

- [What makes for a dream job? Here's what the evidence says. \(80000hours.org\)](#)

Part 3: Exploring Pathways

On a scale of 1-10, how hopeful do you feel about your job search process?



When people ask, "What are your plans after high school?" How do you usually respond? Do you have a clear answer ready, or do you find yourself unsure of what to say? How does it feel

to hear that question? What kind of response do you think people expect from you? Are you satisfied with your answer, or do you sometimes wish you had a different response?

It's completely normal not to know exactly what you want to do after high school. Some students have a clear idea, while others are still figuring it out. It's important to remember that this is a process of trial and error—growing, experiencing, and sometimes learning what you don't want along the way. The key is to be flexible with your plan. As you explore different paths, you'll gain more clarity about what works for you and what doesn't. So give yourself space to grow and trust that it's all part of the journey.

Exploring Alternative Post-Secondary Pathways

As we delve into the "Beliefs About Work" unit, it's important to recognize that you might hold certain biases—shaped by yourself, society, or your community—about what career paths are considered "better." As you explore your options, take the time to reflect on these preconceived notions. Embrace the opportunity to discover all the exciting possibilities available to you in an informed and intentional way. Remember, there are many paths to success, and success doesn't look the same for everyone. By challenging these biases, you can ensure that your career choices align with your true interests and values, rather than societal expectations.



Tasks

Need Help?

Read the [Keyword Search Guide](#) and [Occupation Guide](#) in your Education Planner

Watch: [High School Planner](#)

Watch: [Post-Secondary Planner](#)

- ✓ Browse the [Exploring Alternative Post-Secondary Pathways](#) and watch the video of students exploring different pathways.

- ✓ **Map your courses in Education Planning by completing the High School Plan**
- ✓ **Take 3 Match Results Occupations Quiz: complete the quiz to see which occupations match your skills and interests.**
- ✓ **Choose two occupations from your quiz results and add them to your Career Life Plan and reflect: “How are these occupations related to my skills, interests and values?”**
- ✓ **Research and find two educational programs of interest that align with your current career goals and add them to your Career Life Plan and reflect: “Does my current High School Plan and grades match the requirements of these programs of interest? If not, what can I do to meet these requirements?”**

Tip: Take a look at the Pathways Eligibility on the right-hand side to see if your High School Plan matches your future aspirations

Grade 9 Completed	Grade 10 Current Year	Grade 11 Next Year	Grade 12 Plan Ahead					
Eng Lang Arts Info Text 9 EELAAC0090 • 0 Credits • 80%	English Language Arts 10 EELAB0100 • 8 Credits • 80%	English Language Arts 112 EELAB1120 • 8 Credits	Journalism 120 EELAE1200 • 4 Credits	<div style="display: flex; justify-content: space-around; border: 1px solid #ccc; padding: 5px;"> <div style="text-align: center;">68 Planned</div> <div style="text-align: center;">24 Earned</div> <div style="text-align: center;">120 Total</div> </div> <div style="text-align: center; margin-top: 5px; background-color: #007bff; color: white; padding: 5px; width: fit-content; margin: 0 auto;">View Progress</div> <div style="background-color: #2c3e50; color: white; padding: 5px; margin-top: 10px;">Pathway Eligibility</div> <div style="font-size: small; margin-top: 5px;">Last Updated Aug 26, 2024, 10:47 a.m.</div> <div style="text-align: center; margin-top: 5px; color: #007bff; cursor: pointer;">Refresh Eligibility</div> <div style="margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Apprenticeship</td> <td style="text-align: right;">24</td> </tr> <tr> <td>College</td> <td style="text-align: right;">382</td> </tr> </table> </div>	Apprenticeship	24	College	382
Apprenticeship	24							
College	382							
Mathematics A 9 MEFMD0090 • 0 Credits • 79%	Geometry Measurement and ... MEFMA0100 • 0 Credits	Modern History 112 HEHIB1120 • 4 Credits	World Issues 120 HEGLB1200 • 4 Credits					
Science 9 SEGEA0090 • 0 Credits • 91%	Science 10 SEGEA0100 • 4 Credits • 86%	Foundations of Mathemat... MEPPA1101 • 4 Credits	Digital Production 120 IEDEM1201 • 4 Credits					
Post Intensive French 9 SLPOA0090 • 0 Credits • 77%	ESAP Foundational Learning ESFLC1400 • 0 Credits	Entrepreneurship 110 BEBUE1100 • 4 Credits	Information Technology 1... IETEE1201 • 4 Credits					
Social Studies 9 HESSA0090 • 0 Credits • 87%	Psychology 110 HESOA1100 • 4 Credits	Foundations of Mathemat... MEPPA1101 • 4 Credits	Physical Education Leader... PEPEF1200 • 4 Credits					
Personal Development and C... TECAL0090 • 0 Credits • 85%	Civics HESSP0100 • 4 Credits	World Issues 120 HEGLB1201 • 4 Credits	Post Intensive French 120 SLPOA1201 • 4 Credits					

Digging Deeper

- [Read: Your Path After High School](#)

Part 4: Setting Goals

As Antoine de Saint-Exupéry once said, **"A goal without a plan is just a wish."** Goals play a vital role in aligning where you are now with where you want to go. They keep you accountable and help you visualize your path forward. Research also shows that people who take the time to set goals are more likely to achieve them.

Watch: [Why the secret to success is setting the right goals | John Doerr | TED \(youtube.com\)](#)

Now, reflect on your exploration so far—your career aspirations, current skills, strengths, and areas for improvement.

What would be the best goals to support your current aspirations?

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.

Example:

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

Timeframe: Short-term (this school year)

Action Plan Tasks:

1. Spend two hours each week preparing for math quizzes and tests
2. Spend an extra hour each week to complete my math homework
3. Attend math tutorials offered by my teacher at lunch time
4. 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.

Tasks

Need Help? Watch: [Goal setting in myBlueprint](#)

- ✓ **Create 2 S.M.A.R.T Goals that align with your current pathway of interest and that will best support your future success and add them to your Career Life Plan**
- ✓ **Reflection:** *“Explain how each goal relates to your Career Life Plan. What skills will these goals help you to develop?”*

Digging Deeper

- [Setting Goals \(youtube.com\)](#)
- [How High School Students Can Set — and Accomplish — Their Goals - Harvard Summer School](#)

Part 5: Career Connected Experiential Learning

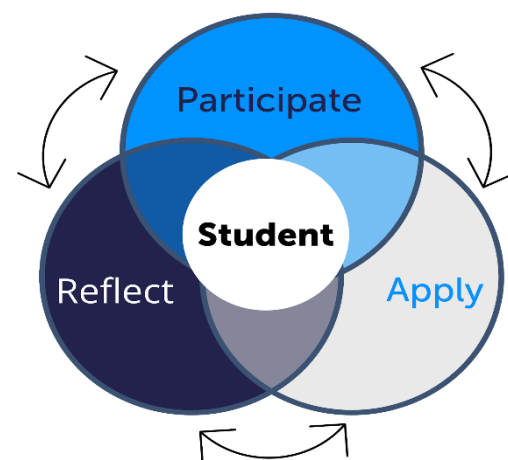
Every experience we have teaches us something about ourselves, especially when we take the time to reflect on what we enjoyed, what we didn't, and how we grew from it. As a student, it's crucial to seek out opportunities that give you a clearer sense of your options and allow you to develop valuable skills.

These opportunities could come from extracurricular activities, co-op experiences, workshops, volunteering, or part-time jobs.

The Experiential Cycle

Phase:

- **Participate:** What? Students are immersed in an experience, acknowledging what they are doing, what they are thinking, and what they are feeling during the experience.
- **Reflect:** So what? Students think about their experience, guided by reflective questions and prompts, and identify what they learned as a result of the experience – about themselves, other people, the world, their opportunities, or the topic of study.
- **Apply:** Now what? Students describe how their learning stimulates further inquiry: how it has influenced – or may influence – their decisions, opinions, goals, and plans; and what they might do differently if they have a similar experience in future.



Tasks

- ✓ **Complete this activity:** [Experiential Learning Activity](#)
- ✓ **Add at least 3 Career Connected Experiential Learning experiences to your Career Life Plan** (Tip: You can always add experiences later if you don't currently have three.)
- ✓ **Reflection:** *“How do these experiences help you to achieve your Career Life Plan.”*

Digging Deeper

- Read your [Volunteer Guide](#) in your Education Planner
- Explore the [Atlantic Competency Framework](#) website (also available as a widget in your Education Planner)

Check-In

You're now about halfway through creating your Career Life Plan making this a great time to pause and reflect on your progress. Take a moment to self-assess your work so far, and consider sharing your portfolio with a trusted adult, such as a guidance counsellor, teacher, or family member, who can provide valuable feedback and insights.

Self-Assessment

I can	Yes	No
I can explain why I would find some career pathways more fulfilling than others.		
I have investigated whether someone with my personal preferences is likely to find satisfaction in the career pathway I am interested in.		
I can explain the connection between what I am learning in (and out of) school and how it can help me achieve my career pathway plans		
I have identified a post-secondary learning option(s) for achieving my career pathway plans.		
I have formulated SMART goals on how I can progress in achieving the skills, strengths, and qualifications that are required of me if I am to progress towards career pathways of interest.		
I have created and continually add to a Career/Life digital portfolio for career/ transition planning		
I have used the features/ information within myBlueprint to make informed career and post-secondary pathway decisions		

Sharing Your Career Life Plan

Share your Career Life Plan digital portfolio with a trusted adult—such as a guidance counselor, teacher, or family member—by clicking the top left corner of your portfolio and generating a shareable link. Request feedback on your progress to help you refine and improve your work.

Part 6: Transition Planning and Wellbeing

Your mental health is crucial to your overall success and happiness. It's important to recognize how your emotions, stress levels, and mental well-being can impact your career choices and achievements. Including a focus on mental health in your Career Life Plan will help you build resilience and ensure you have the support you need.

Reflection Questions:

1. How do you currently manage stress?
2. What activities or practices help you feel calm and centered?
3. Who can you talk to when you're feeling overwhelmed?
4. How can you build a support system to help you through challenging times?

Seeking Balance

Achieving a balance between work, education, personal life, and well-being is essential for long-term success and happiness. Balancing your life involves setting priorities, managing time effectively, and ensuring you have time for activities that bring you joy and relaxation.

Strategies for Balancing Your Life:

1. **Set Priorities:** Determine what is most important to you and allocate your time accordingly.
2. **Create a Schedule:** Plan your day, week, or month to include time for work, study, and personal activities.
3. **Take Breaks:** Regularly take breaks to rest and recharge.
4. **Practice Self-Care:** Engage in activities that promote your physical and mental well-being.
5. **Seek Support:** Reach out to friends, family, or counselors when you need help.



TIP: Here is a sample outline to help you balance your [schedule](#)

Tasks

- ✓ **Create a balanced schedule that includes time for education, work, personal activities, and self-care. Include this in your Career Life Plan portfolio.**
- ✓ **Reflection:** *“How can creating a balanced schedule help you achieve your career and life goals while maintaining your mental wellness?”*

Identifying Your Career and Life Needs

Beyond our basic needs, everyone has different priorities. Our physical well-being gives us the energy to pursue our goals, while spiritual fulfillment provides us with purpose and direction. Mental clarity helps us make informed decisions, and emotional well-being influences how we connect with others in our professional lives. Some people may prioritize spending time outdoors or staying active, while others may prefer to work independently. In this activity, take the time to reflect on these four areas—physical, spiritual, mental, and emotional—and create a list of what’s most important to you in each category.

Tasks

- ✓ Read : [Balancing our Needs Slideshow](#)
- ✓ Add a Journal entry compiling a list of examples of needs that you might have within each dimension: • *Physical* • *Mental* • *Emotional* • *Spiritual* particularly as they relate to your career

Resiliency and Challenges

As you create your Career Life Plan, it's essential to embrace resiliency, flexibility, and the ability to overcome challenges. The world is constantly changing, and the paths we set for ourselves may not always go as planned. Resiliency allows you to bounce back from setbacks and keep moving forward, even when things get tough. Flexibility helps you adapt to new opportunities and changes in the job market, ensuring that you can pivot and thrive in any situation. Overcoming challenges builds your strength and confidence, showing you that you have the power to achieve your goals, no matter the obstacles. By developing these qualities, you'll be better equipped to navigate your career journey with confidence and create a life that is both fulfilling and meaningful.

Watch: [He Failed 1000 Times](#)

Reflect:

I can	Emerging	Meeting	Exceeding
I can respond effectively to unexpected changes or challenges by using strategies that help me maintain focus and progress.			
I can adapt quickly to new situations and reflect on what I learned about my flexibility and resilience.			
I can handle setbacks or failures in a way that helps me grow stronger and become more adaptable.			
I can step out of my comfort zone to seek opportunities for growth, which enhances my ability to adapt and overcome challenges.			
I can balance staying committed to my goals with the flexibility to adjust my plans when necessary, influencing my success and personal growth.			

Tasks

- ✓ Read and upload this article: [Adapting to Career Changes: Embracing Non-Linear Paths](#) to your Career Life Plan
- ✓ Add a reflection on these two questions:
 - *What alternative pathways have you considered as backup plans*
 - *Can you explain a scenario where it might be necessary to adjust your career pathway, and how you would approach making that adjustment?*
- ✓ Complete a Journal entry: *“As you plan and prepare for the future, what can you do to develop and/or maintain positive mental health?”*

Digging Deeper

- Read your **Mental Health Guide** in your Education Planner
- Watch: [Module 4 Well-Being - Well-Being Check Up on Vimeo](#)
- [FAILURE - Best Motivational Video Speeches Compilation for Success, Students & Entrepreneurs](#)
- [Evaluate your Wellbeing Score](#)

“If you're not prepared to be wrong, you'll never come up with anything original.”
- Ken Robinson



Part 7: Labour Market Research

Understanding the job market is crucial for making informed career decisions. Labour Market research involves analyzing current job trends, demand for specific skills, and future industry projections. This information can help you identify viable career options and tailor your education and skill development to meet market needs.

Steps for Labour Market Research:

- **Research Trends:** Look into current job market trends and new industries.
- **Check Demand:** Find jobs and skills that are in high demand.
- **Look Ahead:** Review industry forecasts to see future job opportunities.
- **Get Advice:** Talk to professionals in your field to learn more about the job market.



Tasks

- ✓ Read the Labour Market Information for Youth Guide in Education Planner
- ✓ Watch this video: [Your Career Path and Labour Market Information \(LMI\) \(youtube.com\)](#)
- ✓ Conduct Labour market research for your chosen career path using myBlueprint and [Labour Market Information | NBjobs.ca](#)
- ✓ Document your findings, including current trends, demand for specific skills, and future projections in your Career Life Plan
- ✓ Write a journal reflection: *“How does this information influence your career plan and what steps you need to take to align your skills with market needs.”*

Digging Deeper

- [Job Trends](#)
- [The Future of Jobs Report 2023 | World Economic Forum \(weforum.org\)](#)

Part 8: Financial Literacy

Understanding financial wellness is all about gaining control over your life and your future. It helps build confidence, determination, and commitment, which can lead to personal success and happiness. Many people feel overwhelmed by money matters, but learning about finances can give you the knowledge and skills you need to manage your money wisely. By gaining a financial education, you'll be better equipped to take charge of your financial future and increase your chances of achieving your goals.



Tasks

- ✓ Read and complete the activities in your [Financial Literacy Career Life Plan.pdf](#)
- ✓ Add your Post-Secondary Budget to your Career Life Plan
- ✓ Add your financial goal to your Career Life Plan
- ✓ Reflection: “What did you learn about creating a budget? How is this helpful?”

Digging Deeper

- Read your [Paying for Post-Secondary Guide](#) in myBlueprint
- Watch: [All the Ways to Pay for Post-Secondary with Suzanne Tyson of HigerEdPoint.com](#)

Part 9: Developing the Knowledge and Skills Needed to Access Work

Learning the skills needed to secure work is a crucial part of your journey toward a fulfilling career and life. Whether it's creating a strong resume, writing a compelling cover letter, building a network of connections, or mastering interview techniques, these are all essential. These skills aren't just for landing a job—they're abilities you can learn, practice, and improve over time. By developing them now, you'll be better prepared to present yourself confidently and effectively when pursuing your career goals. Investing time in learning and practicing these skills will empower you to take charge of your future and make informed decisions about your career path.



Tasks

Need Help? Watch: [Resume Builder](#) and [Cover Letter Builder](#)

- ✓ Read : [Create a Resume Slideshow](#)
- ✓ **Create a professional resume that highlights your skills, experiences, and accomplishments and upload it to your Career Life Plan**
- ✓ Read: [How to Create a Cover Letter Slideshow](#)
- ✓ **Write a cover letter for a job or internship you are interested in and add it to your Career Life Plan**
- ✓ Read the *Job Search Overview and Preparing For a Job Search Guide* in your Education Planner
- ✓ Read the [Student Guide: Succeeding in Interview](#) and complete the suggested activities
- ✓ Read the [Networking Slideshow](#) and complete this [networking activity](#)

Part 10: Equity in Career Pathways

As you begin exploring your future career options, it's important to understand that access to desirable work isn't always fair or equitable. Recognizing these challenges can help you

become more aware of the obstacles some individuals face and inspire you to contribute to creating a more inclusive and fair working world. Here's what you should know:

Understanding Barriers to Career Pathways

- Recognize Barriers:** It's important to realize that factors like ethnicity, gender, socioeconomic status, and disability can create additional hurdles for some people in pursuing their desired careers. By understanding these barriers, you can adopt a more inclusive mindset in your career planning.
- Promote Fairness:** Your actions can make a difference in promoting fairness in the workplace. Supporting fair hiring practices, advocating for diversity, and understanding the role of labor unions can help contribute to a more equitable job market. Being aware of these collective efforts can empower you to take action in creating positive change.



Know Your Rights and Protections

- Learn About Protections:** Familiarize yourself with laws and regulations, such as the Canadian Human Rights Act, that are in place to protect workers from discrimination. Knowing these rights will enable you to advocate for yourself and others, ensuring that employment processes like recruitment, promotion, and termination are fair and free from bias.

Recognizing Representation in Career Pathways

- Challenge Representation Norms:** The career paths you consider might be influenced by who you see represented in certain professions. Don't be discouraged from pursuing a career where people like you are underrepresented. Your unique experiences and perspectives can bring valuable diversity to any field.
- Connect with Role Models:** Seek out professionals who share your background and have found success in careers where they are underrepresented. Hearing their stories and gaining insights from their experiences can provide valuable guidance as you pursue your own career goals.

Understanding the complexities of fairness, equity, and representation in the workforce is essential as you plan your future. By recognizing and addressing these issues, you'll be better equipped to make informed decisions, advocate for a more just working environment, and confidently pursue the career path that aligns with your passions and values.

Task

- ✓ **Reflect by writing a journal entry in your Career Life Plan:** “Are there any barriers that you or others might face to pursue your chosen career pathway? What support is available to help people overcome potential barriers?”

Digging Deeper

- [Know Your Rights](#)
- [Read the latest research and get further information on the Canada Centre for Diversity and Inclusion website](#)
- [First Nation Student's Educational Opportunities](#)
- [LGBTQI2S+ Guide](#)

"Equity is not about treating everyone the same; it's about providing the support each person needs to achieve their full potential."



Check-In

Before presenting your **Career Life Plan** digital portfolio, take a moment to assess your progress by reviewing the "I can" statements. At this stage, you should be able to confidently

say "yes" to each statement and clearly explain your thought process behind them. If you're uncertain about any of the statements, revisit the relevant sections, explore the "Digging Deeper" resources, or seek support from someone who can help clarify your understanding.

I can	Yes	No
I have a career pathway plan (including back-up plans).		
I can explain why it would be necessary to adjust my career pathway plan.		
I have used labour market information to explore the problems I want to help solve and/or my preferred career pathways.		
I understand the connection between positive mental health and having a plan/purpose for the future.		
I can explain to school staff how labour market information has informed my career pathway plans.		
I have reflected on my interest in pursuing this career pathway.		
I have created a resume and cover letter.		
I have practiced the skills of relational networking (i.e., information interviews) as a way of accessing work.		
I have participated in a real or mock job interview		
I have considered my career/life plan in relation to my preference for standard or non-standard employment.		
I have visited/explored specific post-secondary education and training institutions, and/or opportunities that support my career pathway plan.		
I have developed a plan, including specific resources and supports needed for post- secondary life.		
I have discussed my plan in detail with people I trust (i.e., family, school staff, elder)		

Presentation Checklist

Before the Presentation

Before presenting your **Career Life Plan** digital portfolio, it's important to verify that you have included all necessary components and are prepared to discuss each element confidently. Follow these steps to ensure your portfolio is comprehensive and presentation-ready:

Verify Your Career Life Plan Includes All Required Artifacts

- ✓ **Five "Who Am I" Assessments**
 - Include your completed assessments that explore your learning styles, personality, interests, knowledge, and motivation.
- ✓ **Pathways of Interest**
 - Clearly outline your primary career pathway of interest along with a backup plan to demonstrate flexibility in your career planning.
- ✓ **Post-Secondary Learning and/or Training**
 - Identify and detail the post-secondary learning and/or training that aligns with your chosen career pathway.
- ✓ **Preparation Goal for Life Beyond High School**
 - Present a specific goal that showcases your readiness for post-secondary life/learning/work and future career endeavors.
- ✓ **Financial Budget Plan**
 - Provide a detailed budget outlining your financial plan for your first year after high school, including expenses and/or any potential funding sources.
- ✓ **Evidence of Career-Connected Exploratory Learning Activities**
 - Include documentation of any experiential learning activities, such as Take our Kids to Work Day, volunteering, co-op placements, or internships that are related to your career interests.
- ✓ **Cover Letter**
 - Prepare a professional cover letter tailored to your career interests.
- ✓ **Resume**
 - Develop a comprehensive resume that highlights your skills, experiences, and achievements.
- ✓ **Interview Opportunity**
 - Include evidence of participating in a real or mock interview to demonstrate your interview skills.

Practice Your Presentation

Once your portfolio is complete, practice presenting and/or discussing each artifact to ensure you can confidently describe each component.

- ✓ **Organize Your Artifacts:**

- Click on the “Slideshow” option in the top left corner of your portfolio.
- Arrange your artifacts (evidence of learning) in the desired order by dragging and placing them from left to right.

✓ **Rehearse:**

- Watch the exemplar presentation/conversation provided at the beginning of the course.
- Reflect on whether you feel prepared to answer all related questions and confidently present your progress and learning journey.

TIP!

Revisit the exemplar presentation shared at the start of the course and evaluate your readiness. Ask yourself:

- Am I able to answer all questions related to my Career Life Plan?
- Can I confidently explain my progress and the decisions I've made in my career life planning?

During the Presentation

When presenting your **Career Life Plan**, follow these steps to ensure a comprehensive and engaging presentation:

✓ **Reflect on Your Career Goals:**

Begin by discussing how you plan to achieve your chosen career. Highlight the specific steps and strategies you intend to take.

✓ **Explain Your Pathway Choices:**

Clearly articulate why you chose your career pathway and how it aligns with your overall Career Life Plan. Connect your decisions to your values, interests, and goals. Explain how your knowledge of Labour Market Information (LMI) influences your career path decisions.

✓ **Discuss Experiential Learning:**

Reflect on any experiential or real-world experiences, such as volunteering or co-op placements, and explain how they have contributed to shaping your career and life plan.

✓ **Identify and Address Challenges:**

Acknowledge potential challenges you might face in achieving your career goals. Discuss your strategies for overcoming these obstacles, demonstrating your resilience and adaptability.

✓ **Share Your Financial Plan:**

Present your financial plan, focusing on how you intend to manage your finances during post-secondary learning/training and beyond. Reflect on how this plan supports your career and life goals.

✓ **Outline Your Post-Secondary Goals:**

Conclude by outlining your goals for transitioning to post-secondary life/learning/work. Discuss how these goals will help you move forward on your chosen career pathway and prepare you for future success.

After the Presentation

Reflect on the feedback you receive and incorporate any elements that could help you transition smoothly to your next steps. Take this opportunity to refine your **Career Life Plan** based on the insights gained.

And most importantly, celebrate your achievement! You've worked hard to reach this point, and your dedication deserves recognition.

Final Thoughts

Congratulations on reaching this important milestone! You've put in the effort, and your hard work has paid off. As you move forward, remember that lifelong learning and transition planning are key to navigating the journey ahead. Remember, you're not alone—your family, friends, school staff, and community members are here to support you every step of the way.

We wish you the best of luck in your next steps! Keep learning, stay curious, and always be open to new opportunities.

**"You're off to great
places! Today is your
day! Your mountain is
waiting, so... get on
your way!"
-Dr Seuss**

