

Career Destinations



Explore ... Investigate ... Research ...

Inside ...

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- University
- P2P - Passport to Prosperity

Disponible en français

Career Education In Ontario Schools



Career exploration throughout all the school years is very important. By investigating the options open to them, students and parents are able to make informed and appropriate choices to ensure successful transition from elementary to secondary school, from secondary school to further education or choosing further training, self-employment or directly entering the world of work.

Students and people in every kind of job need to read, make decisions and solve problems. We learn sets of skills to address whatever we encounter. As we learn these skills, we apply them to our everyday situations - from learning how to play on a team, to project development, to developing social skills. As we move along the continuum of lifelong learning, these same skills are sharpened.

Service Canada, working with employers and thousands of workers, has identified nine essential skills that make it possible to learn all the other skills that help people to fully participate at school, work or play. These are generic skills - used to varying degrees - in virtually all occupations.

The Ministry of Education has expanded the numeracy and thinking skills to enhance the students' ability to adapt. It has also classified some of the skills as work habits. The end result will be that all Ontario students will be expected to implement the 14 essential skills and the work habits shown below.

14 Essential Skills

- Reading Text
- Writing
- Document Use
- Computer Use
- Oral Communication

THINKING SKILLS

- job/task planning
- decision making
- problem solving
- finding information

NUMERACY

- money math skills
- scheduling or budgeting & accounting
- measurement and calculation
- data analysis
- numerical estimation

WORK HABITS

- Team Work
- Continuous Learning
- Reliability
- Initiative
- Working Safely
- Customer Service
- Entrepreneurship

TRANSFERRABLE SKILLS

Skills that are learned and have many applications. They give workers the ability/skills to perform any job that needs to be done.

NATIONAL OCCUPATION CLASSIFICATION MATRIX

(known as NOC codes) is a 4 digit number that describes occupations in Canada by the educational level needed for that job. Occupations are grouped by category

Type "NOC" in a search engine

**MATHS AND
SCIENCES
ARE
NEEDED
IN EVERY
CAREER
CHOICE!**

Ontario Skills Passport

- bilingual, web-based tool
- clear description of skills for a particular job/career
- clear descriptions of important work habits
- consistent method for assessment of both

<http://skills.edu.gov.on.ca>

Teachers help students use the OSP to develop an OSP workplan which only employers can complete and sign off

ALL CAREER DESTINATIONS HAVE VALUE!





ONTARIO SECONDARY SCHOOLS GRADES 9-12 PROGRAM & DIPLOMA REQUIREMENTS

Certificate of Accomplishment

Students who leave school before fulfilling the requirements for the OSSD or the OSSC of Achievement, may be granted a Certificate of Accomplishment. The Certificate of Accomplishment recognizes achievement of students who plan to take certain vocational programs or other training, or who plan to find employment after leaving school.

Certificate of Achievement (OSSC)

Compulsory Credits (Total of 7):

- 2 credits in English
- 1 credit in Canadian geography or Canadian history
- 1 credit in mathematics
- 1 credit in science
- 1 credit in healthy living and physical education
- 1 credit in the arts or technological education

Optional Credits (Total of 7):

7 credits selected by the student from available courses

Ontario Secondary School Diploma (OSSD)

Compulsory Credits (Total of 18):

- 4 credits in English
- 1 credit in French as a Second Language
- 3 credits in mathematics
- 2 credits in science
- 1 credit in Canadian history
- 1 credit in Canadian geography
- 1 credit in the arts
- 1 credit in healthy living and physical education
- .5 credit in civics
- .5 credit in career studies

- 1 additional credit in science (grade 11 or 12) or technological education (grades 9-12)
- 1 additional credit in English, or a third language, or social sciences and the humanities, or Canadian and world studies
- 1 additional credit in healthy living and physical education the arts, or business studies
- **PLUS (Also Compulsory)**
- Literacy test (or equivalent)
- 40 hours of Community Volunteering

Optional Credits for OSSD (Total 12):

12 credits selected by the students from available courses

SPECIALIST HIGH-SKILLS MAJOR

(Part of the OSSD)

Earn industry credentials and gain practical experience.

Along with the 18 compulsory credits, students can bundle optional courses - a minimum of 6 and up to 12. Course selections match career destinations required. Career destinations are; workplace learning, apprenticeship or post secondary.

Mandatory Community Involvement - 40 Hours

Over the course of the high school years, every Ontario student must complete 40 hours of volunteer work in the community before they are granted a graduation diploma.

Some eligible activities include:

- an event or activity to support not-for-profit or charitable agencies, institutions or foundations
- participation in an activity that supports work of a global nature
- structured programs that promote tutoring, mentoring, visiting and/or coaching

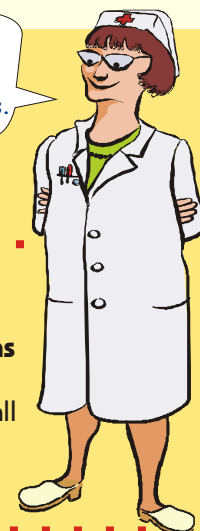
Community Involvement Acquisition Sheets help keep track of volunteer hours. Talk to your Guidance Counsellor.



Are some programs more competitive than others?

CHOOSING A CAREER PATHWAY

Yes, the areas of Health, Human Services, and Media have many applicants.



Deciding whether to go to work, college, university, apprentice or start your own business upon completion of secondary school is no easy task. The number of careers to choose from are endless. However, one thing is certain... **Good decisions are based on GOOD PLANNING.** The path one chooses will be influenced by students' interests and strengths, as well as course selection and achievement. In all cases, the need to **plan ahead, research and investigate options** is essential.

ALL CAREER DESTINATIONS HAVE VALUE!



WHAT CAN I DO?

WITHOUT HIGH SCHOOL

Where are the jobs without a high school diploma?

The largest distribution of workers without their OSSD work in sales and service. Jobs such as supermarket clerk, telephone solicitor, and window cleaner are just a few of the many jobs in this area.

Finish high school on line! Check out TVO:

General Education Development (GED) Grade Equivalency towards your high school diploma credits is also available on TVO on-line.

"Independent Learning Channel"

ilc.org

Question: Can I go into a trade?

Answer: You need a grade 12 diploma for most of the 140 trades in Ontario. A few trades in construction may accept grade 10 - with strong math skills.

WITHOUT UNIVERSITY OR COLLEGE

Where are the jobs with a high school diploma but no post-secondary training?

The largest distribution of workers with a high school diploma work in business, finance & administration, sales & service, trades, transport & equipment operation. Types of jobs include court clerks, receptionists, telephone operators to name a few.

Since over 70% of high school graduates directly enter the world of work, knowing what options you have is very important.

Explore! Investigate! Research!

How do I choose the right job?

When determining what to do, consider your goals, your skills and interests, your education and when you are available to work. Make sure you get information on the labour market and future opportunities and investigate areas where there are employment prospects.

What is the Youth Internship Program?

Funded by the Government of Canada, this initiative encourages employment for youth under the age of 30 who have recently completed their field of study from College or University, but have limited or no work experience. For more information, contact the Youth Internship Program at (705) 671-0711 or www.fednor.ic.gc.ca or www.servicecanada.gc.ca

Northern Ontario Heritage Fund through the Ministry of Northern Development and Mines also has Youth Internships.

For Further Information:

- Contact the Principal of your secondary school to inquire about specific programs and resources
- Visit the Student Resources section of the Ontario School Counsellors' Association web site at <http://osca.ouac.on.ca/studies.htm>

Did you know?

APPLIED Math is not a simpler math. It's math that requires you to learn where and how to use it ... how you APPLY it. Can you figure out how much paint you would have to purchase to paint your bedroom with two coats?



What is Job Connect?

Funded by the Ontario Ministry of Training, Colleges and Universities, Job Connect provides young people-who are out of work - with the opportunity to gain skills. It also has a return-to-school program for young people not currently attending school.

To find out more about Job Connect, contact the career resource centre in your school, your community college or employment services at the

YMCA, Employment Services on Elm Street. Call (705) 674-2324.

Did you know? . . . Only 24% of high school graduates enter and complete post-secondary. However, within 10 years, many high school graduates register in college or university.



THINGS TO KNOW

HEALTH AND SAFETY AT WORK

An average of 42 young Ontario workers are injured, made ill or killed on the job every day. The Ontario Safe Work Partners believe these injuries are preventable. The Young Worker Awareness Program (YWAP) introduces young workers to workplace health and safety. Students learn about their legal rights, responsibilities and the need to protect their own health and safety.

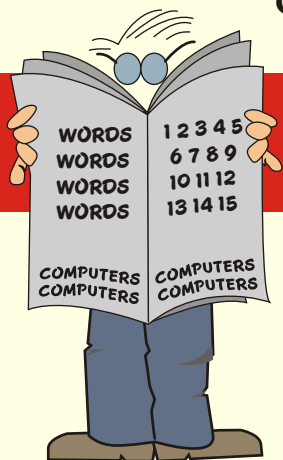
- You have the legal right to protect your health and safety
- There are hazards in every workplace
- Your employer, your supervisor(s) and you all have legal responsibilities
- Your employer and your supervisor must ensure you have the information/training and equipment you need to protect yourself
- If you are injured or become sick you must report it to your supervisor
- It's not a game - protect yourself... your life depends on it



For more information on this program visit www.youngworkers.ca
and www.serviceontario.ca/workplace gateway

CANADIAN FORCES

One avenue to choose - many careers to consider
Check out the website at www.forces.gc.ca



LITERACY REQUIREMENTS

(also called The Ontario Secondary School Literacy Test - OSSLT)

Strong literacy skills are the foundation for success in both school and life. Literacy levels are tested throughout elementary and secondary school. Before a student can be granted a grade 12 OSS Diploma, he or she **MUST** pass the OSSLT or (after at least two attempts) achieve the requirement by attending a literacy course (OSSLC) at the direction of the Guidance Counsellor.

Ask The Guidance Office at your school for more info.

STUDENT SUCCESS LEADER

Each school board has a designated position known as the Student Success or Pathway Leader who assists all students in achieving success in the school system. How? By putting in place the supports or necessary resources to do that.

CO-OP PLACEMENTS / APPRENTICESHIP IN HIGH SCHOOL



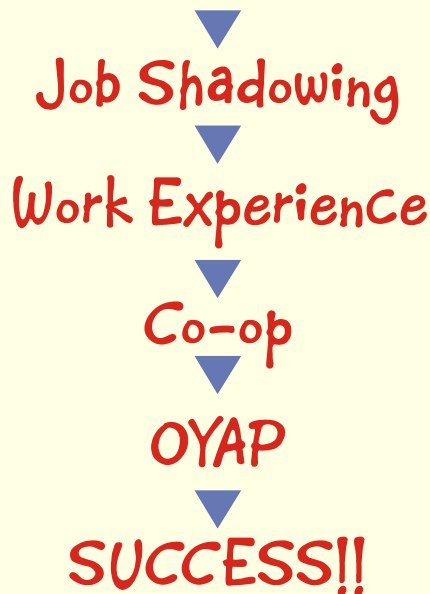
Try a co-op placement and get high school credits!

There are many ways for students to explore career options at the secondary level. One of the best ways is to experience a career-hands-on. Through a variety of experiential learning opportunities students can investigate career choices while developing skills and knowledge in the workplace.

Programs such as **Co-operative Education** allow students to earn credits for their learning experiences in every kind of workplace and in every sector and, not just in the trades.

Make sure you try co-op! Don't miss out on the experience! If four years does not allow you this terrific opportunity, plan on an extra semester or two.

WHY NOT TRY?



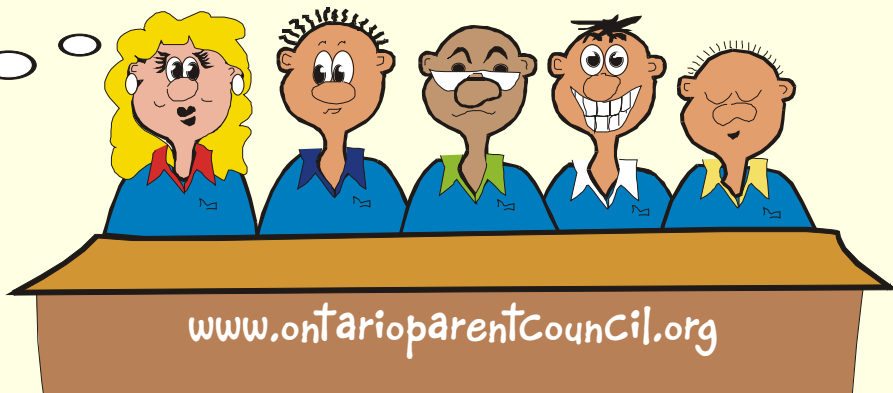
As a parent – get involved
You are the main career influencer!

Every School Board has Apprenticeship Committees

1. Improve school-to-work transition for students and job seekers interested in the skilled trades
2. Enhance employability and life skills specific to careers in the skilled trades
3. Help students identify and pursue career goals related to the skilled trades and
4. Raise the profile of workplace and apprenticeship career destinations

For more information, contact your local school's Cooperative Education or OYAP Department.

The Ministry of Training,
Colleges & Universities
(MTCU) has a local
Apprenticeship Think Tank tool!





SKILLED TRADES AND APPRENTICESHIP

For young people, educators, parents, employers and media -

www.careersintrades.ca

Why choose the skilled trades?

- The demand in Canada for people with excellent skills training, in the technological jobs and skilled trades, rises annually
- Many tradespeople today will be retiring shortly leading to a shortage of skilled employees
- Skilled tradespeople earn higher than average incomes
- Many skilled tradespeople own their own businesses
- 40% of new jobs will be in skilled trades and technologies in the next two decades
- Earn while you learn
- Lower your debt load (no student loans)

What is an apprenticeship?

- A combination of on-the-job training and classroom instruction
- 80-90 percent of apprenticeship training is provided in the workplace. 10-20 percent involves classroom instruction on theory, which is usually given at a local community college, or provided through another approved training organization
- Length of the apprenticeship varies - depending on the trade
- As skills are learned the employer signs off... competency based

ESCAPE THE CUBICLE! - www.tradeability.ca

What does Trade Certification mean?

To be employed in certain skilled trades, workers must be an apprentice or have a Certificate of Qualification. This certificate states that they have passed the provincial qualification exam that assesses their knowledge of their skilled trade. To write the provincial exam, applicants must prove they have experience in the trade.

Contact your school's guidance department or

Contact your local Apprenticeship Office:

Sudbury Area Office

Telephone: (705) 564-3030 Fax: (705) 564-3033

Provincial Apprenticeship Office: 1-800-603-5999

Provincial Training Hotline: 1-800-387-5656.

Visit the Ministry of Training, Colleges & Universities website for valuable apprenticeship information.

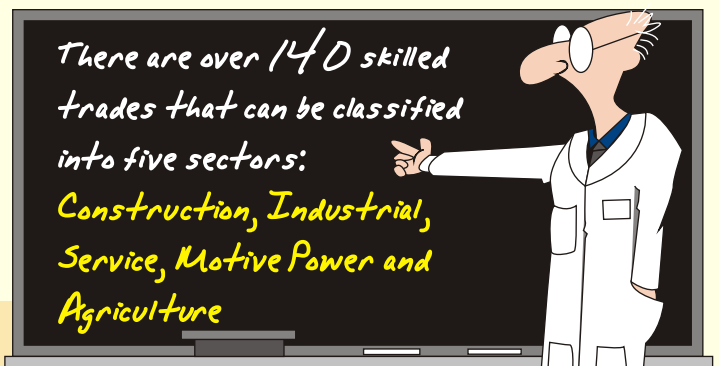
www.edu.gov.on.ca

What is the Ontario Youth Apprenticeship Program? **OYAP**

The Ontario Youth Apprenticeship Program (OYAP) is a specialized secondary school program that enables students who are 16 years of age or older to meet secondary school diploma requirements while participating in an occupation that requires an apprenticeship.

In short, a student can register as an apprentice while still in high school.

Students earn co-op credits, gain experience in a skilled occupation and many choose to actually register as an apprentice. Each school board has a designated OYAP representative to assist students and co-op teachers in finding an apprenticeship placement. For more information contact your local high school's co-operative education teacher.



To name a few...

Brick & Stone Mason

Draftsperson

Facilities Systems Technician

Steam Fitter

Ironworker

Autobody Repairer

Cook

Motive Power Machinist

Hairstylist

Industrial Electrician

Parts Person

Painter & Decorator

Pattern Maker

Tool and Die Maker

A/C & Refrigeration Mechanic

Boilermaker

Horse Groomer

Baker

Fruit Grower

Machinist

Electrician

General Carpenter

Plumber

Special Events Co-ordinator

Small Engine Technician

Optics Technician

Child and Youth Worker

Horticulturist

Glazier

Woodworker

Information Technology, Support

Industrial Mechanic Millwright

Early Childhood Educator



STARTING YOUR OWN BUSINESS

What financial programs are there for young "entrepreneurs"?

Summer Company: This program provides hands-on business training, mentoring, and awards of up to \$3,000, to help enterprising young people aged 15-29 to start and run their own summer businesses. \$1,500 is awarded at the beginning of the summer, with the additional \$1,500 available at the completion of the summer business venture.

Junior Achievement (JA) www.jacan.ca

Educates and inspires young people about business and economics
www.futuresnorth.ca

Check this out! JA TITAN is a 10 - module, interactive, web-based business simulation where students make critical decisions, solve virtual business challenges, compete in a virtual market and master business strategies within a management team concept.

Experience and develop high-level leadership skills!

Canadian Youth Business Foundation Program (CYBF):

This federal program creates an exciting new opportunity for young entrepreneurs to obtain startup financing for a new venture (up to \$15,000). Business planning mentorship and personal skills are the major focus for the loan criteria - though financial security, equity and collateral are still important. A young person (aged between 18-34) with a solid business idea, a lot of personal drive and commitment _ but not a lot of financial resources _ may be eligible under this program.

www.cybf.ca

How do you determine what kind of business is best for you?

Successful business owners usually start a business that matches their unique interests and abilities in an appropriate market. The best way to find out what could be a good match is to go through a list of "self-assessment" questions. These types of questions are usually found on any enterprise centre web site such as your local Business Centre (www.regionalbusiness.ca).

How can you tell if an individual has what it takes to be a business owner?

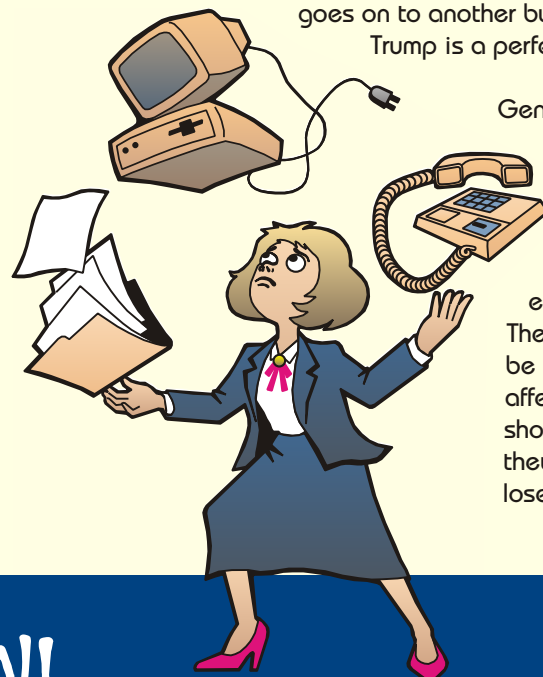
There are some common qualities shared by business owners that give them an advantage in working on their own. Some of these traits are:

- They tend to be more proactive in the workplace
- They don't get intimidated easily
- They're highly competitive
- They're always open to taking advice from others
- They're highly adaptable to changing conditions
- They have a good understanding of their abilities
- They have will power and self-discipline
- They have good problem solving skills
- They see mistakes as a learning experience

What is the difference between an entrepreneur and a business owner?

"Entrepreneur" and "business owner" are terms that are commonly used interchangeably.

An "entrepreneur" is usually a big risk taker. If the business is lost, the entrepreneur does not give up but goes on to another business. Donald Trump is a perfect example.



Generally though, people who start-up their own business use all of their financial, personal and emotional resources. Their lifestyle would be significantly affected if the venture should fail. In short, they can't afford to lose it.

PLAN! PLAN! PLAN!



MORE ABOUT STARTING YOUR OWN BUSINESS

Test of Workplace Essential Skills allows employers to test for reading text, document use and numeracy.

Go to www.towes.com and test yourself.

What are the biggest challenges to starting a business?

Wearing all hats - You have to be all things... from head of sales and marketing, to janitor and bookkeeper... regardless of your strength in those areas. Having to learn everything FAST is another reason why preparation is so important.

Cash flow - As seasoned business owners know, being busy doesn't guarantee that there's money coming in.

Time management - With everything vying for your attention at once, owners become experts at prioritizing; understanding that just because something is urgent doesn't mean it's important.

Business Plan Challenge

Through a partnership with FedNor, the Regional Business Centre and the Workforce Partnerships Board, a SECONDARY SCHOOL BUSINESS PLAN CHALLENGE is held every year at the beginning of June. Secondary school students compete in the following areas:

Organization

- * Executive Summary
- * Description of Business
 - * Key Personnel
- * How it will operate
 - * Industry profile

Marketing

- * Survey / Research
 - * Target market
 - * Type of Customer
 - * Competition
- * Market Potential (%)

Financial

- * Balance Sheet
- * Income Statement
- * Cash Flow Projections
- * Budget Preparation
- * Financial Forecast up to 3 Years

What are the biggest mistakes new business owners make?

• Not doing market research before startup

Just because you have a great idea doesn't mean you have a business. Taking a business idea to an informal focus group of friends and colleagues is a good start.

• Not having a business plan

It is a sad fact that many new business owners don't see the obvious relationship between planning and success. They think they can "wing it" and make their plans as they go along. Some feel that a business plan would limit their creativity or spontaneity, or that their business isn't large enough or complex enough to warrant a plan. Every business can benefit from a business plan, no matter what size it is - even a lemonade stand. The process of making a plan organizes your thinking and helps you sort out your priorities.

• Thinking you can do it all by yourself

Success depends on developing and using a network of colleagues, friends, mentors and professionals that can provide advice, assistance and direction in tough times.

• Thinking that success will come quickly and easily

There are many myths about starting a business. Success takes long hours, strategic planning and a strong commitment. The rewards are great but so is the effort.

• Maintaining Balance

Make sure that you balance your personal time as well as your business time. Make sure you take adequate time off for resting and recharging. Remember, you are your business' most valuable asset. Protect it.

Legal steps to establish a company

- Register your business name
- Get your municipal business license
- Check the zoning regulations for your location
- Inquire (and/or obtain) a Vendor's Permit (PST number)
- Inquire (and/or obtain) a Goods and Services Tax

Learn more at

www.regionalbusiness.ca



COLLEGE OF APPLIED ARTS AND TECHNOLOGY

What kinds of programs are offered?

Colleges offer programs in Applied Arts, Business, Technology, Trades, Health and Human Sciences

What types of programs are there?

Colleges have Applied Degrees, Diplomas and Certificate programs.

What are the admission requirements?

Depends on the program, but generally speaking an Ontario Secondary School Diploma is required with grade 12 English at the "C", or "U" level for all programs. Some programs also require senior Mathematics and Science "C", "U/C" or "U". Admission decisions are usually based on grades but sometimes questionnaires and attendance at information sessions are considered.

How does a student apply?

Applicants to Ontario Colleges apply through OCAS (Ontario College Application Services). Application forms are submitted through secondary school guidance offices.

What's the job market like for graduates?

Employment rates are approximately 93% provincially.

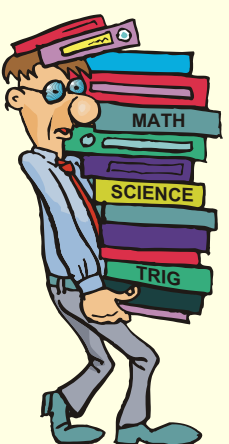
There are 29 colleges in major cities throughout Ontario

- Algonquin College (Ottawa)
- Canadore College (North Bay)
- Conestoga College (Kitchener)
- Fanshawe College (London)
- College des Grands Lacs (Toronto)
- Lambton College (Sarnia)
- Mohawk College (Hamilton/Brantford)
- Northern College (Timmins)
- St. Lawrence College (Kingston)
- Sheridan College (Oakville)

- Collège Boréal (Sudbury)
- Centennial College (Scarborough)
- Confederation College (Thunder Bay)
- George Brown College (Toronto)
- Humber College (Etobicoke)
- Kemptville College (Kemptville)
- The Michener Institute (Toronto)
- Ridgetown College (Ridgetown)
- Sault College (Sault Ste. Marie)
- Sir Sandford Fleming College (Peterborough)

- Cambrian College (Sudbury)
- Collège d'Alfred (Alfred)
- Durham College (Oshawa)
- Georgian College (Barrie)
- La Cité Collégiale (Ottawa)
- Loyalist College (Belleville)
- Niagara College (Welland)
- St. Clair College (Windsor)
- Seneca College (North York)

Contact the main campus for satellite information



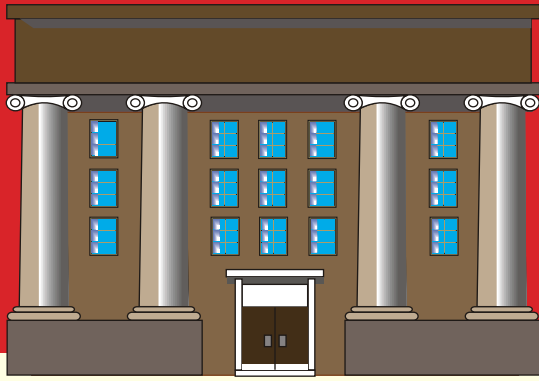
The cost for one year of study - if a student moves away from home - is approximately \$12,000 (includes tuition, student fees, residence, meals, textbooks, personal costs).

How long is a program.



College programs can be one, two or three years. Collaborative college/university programs are usually four years.

Contact your school's guidance department or the college registrar office. Or visit the website of the Ontario College Application Services at www.ontariocolleges.ca



UNIVERSITY

What kinds of programs are offered?

Universities offer undergraduate degrees (i.e. Bachelor of Arts; Bachelor of Science; Bachelor of Commerce; etc.), professional degrees (i.e. MD, LLB) and graduate degrees (i.e. Master and Ph.D.).

What is the job market like for graduates?

University graduates generally do very well upon graduation. Employment rates are approximately 97% upon graduation, although not necessarily in the specified field of study.

What is the average length of a program?

Most undergraduate degree programs are four years.

What are the admission requirements?

The basic requirement for admission under the new curriculum is 6 'U' or 'U/C' ('M') courses. Most programs have specific subject requirements. Some universities require a minimum number of 'U' type courses.

How does a student apply?

Students apply to all universities in Ontario through the Ontario Universities' Application Centre (except Royal Military College). Application is done through high school guidance/student services offices in late November.

How many universities are there and where are they?

There are 20 degree granting institutions in Ontario (including the Royal Military College). Many have affiliate colleges and/or multiple campuses:

Brock (St. Catharines)
 Carleton (Ottawa)
 U of Guelph
 Lakehead (Thunder Bay)
 Laurentian (Sudbury)
 Nipissing (North Bay)
 U of Ottawa
 Queen's (Kingston)

McMaster (Hamilton)
 Ryerson (Toronto)
 Trent (Peterborough)
 Royal Military College (Kingston)
 U of Waterloo
 York (Toronto)
 U of Western Ontario (London)
 U of Windsor

Wilfred Laurier
 (Waterloo/Brantford)
 Ontario College of Art and
 Design (Toronto)
 U of Toronto (downtown,
 Scarborough, Mississauga)
 U of Ontario Institute of
 Technology (Durham)

Are some programs more Competitive Than others?

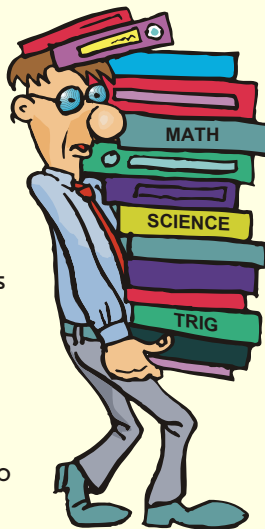
Yes, some programs have so many students applying for entrance that higher averages are required for admission. (For example - Teachers' College).

How can I get more information?

Check out the following websites
www.ouac.on.ca; www.myfuture.ca
 as well as the Guidance/
 Student Services office.

Meet university representatives when they visit your high school to do presentations (normally during the Fall months - September to November). Students in grades 11 and 12 are normally invited to attend.

The Cost for one year of study _ if a student moves away from home - is approximately \$15,000 (includes tuition, student fees, residence, meals, textbooks, personal costs).



HOW ARE ADMISSION DECISIONS MADE?

Admission decisions are made based on grades and marks. Though some programs/universities require supplemental information, tests, portfolios or auditions for admission.



EMPLOYERS... SHARE YOUR EXPERIENCE!



To meet the increased demand for work placements for students, schools need more employers willing to provide them with work experiences. Employers can help connect students to the world of work by increasing their career awareness and providing various kinds of work experiences. By working together, employers and schools can ensure that students develop the skills, attitudes and knowledge necessary for future success.

You Can Provide Work Experience Opportunities For Students

- Ensures that employers have the skills wanted in entry-level employees
- Builds the talent pool
- Provides secondary students an experiential opportunity in your workplace
- Offers students a variety of work experiences ranging from short-term, one day events to having a student with you for a whole semester (17 weeks)
- Boosts employee leadership and interpersonal skills
- Assists employers in succession planning (replacing retirees over the long term)

Short-Term Several hours to one day	Medium-Term One day to four weeks	Longer-Term Time commitment varies from 18 weeks to a year
<ul style="list-style-type: none"> - Career talks, classroom visits - Involvement in career fairs or career days - Worksite or industry tours 	<ul style="list-style-type: none"> - Job shadowing - Work experience 	<ul style="list-style-type: none"> - School-work transitions - Co-operative Education - Apprenticeship Placement (OYAP) - Mentoring

Find out more about
our employer database and



... A program to link employers and
students through real work experiences

a project funded by the Ministry of Education

Contact:
**Sudbury & Manitoulin
Workforce Partnerships Board**



(705) 675-5822 1 (800) 344-6581 Fax: (705) 675-5918
www.workforcepartnerships.ca