

CAREER COUNSELING INFORMATION
FOR HIGH SCHOOL STUDENTS AND PARENTS

Within the first five years after grade 12 are you:

- going directly into the workforce?
- going to a technical school or university?

If you are going to do either of these, then this document will help you.

Would you like to:

- ❖ know what kind of work is best for you when you are done school?
- ❖ know how to find a good job?
- ❖ find the post-secondary program that is right for you?
- ❖ apply early for a SIAST or other technical program early to ensure that you are accepted?
- ❖ be prepared for scholarship applications?
- ❖ save yourself a great deal of money on a post-secondary program or apprenticeship trade?

If you answered **yes to one or more** of these questions, then you will want to use **this and other career counseling documents and resources**.

Effective career planning takes time and effort. You will significantly benefit by spending an **average of 10 minutes a day** or about an hour each week between grade 11 and grade 12 creating your career plan.

HOW TO USE THIS DOCUMENT:

This document is meant to be used chronologically. Start at the beginning. Revisit and review it from time to time. Your situation may change, and what you need to learn from this document may change. Career resources are only good if **you use them**. They are created for you to use, but not all aspects will apply to you. Use what you need or just what applies to you. Skip those parts that you don't need.

WARNING: Using this and other career counseling documents and resources will likely save you money, help alleviate stress, and make your life easier.

THINGS TO CONSIDER AND RECONSIDER: You are in the information gathering stage in your career development. You need to collect as much as you can about as many different possible careers and learn as much about yourself as you can.

Career Cruising results: www.careercruising.com (Password and username are available at your school.)

- ❖ Do they align with what you thought about your own possible career paths? If not, have you gone through the questions again?

TypeFocus results: www.typefocus.com (Password and username are available at your school.)

- ❖ Do they seem to adequately describe your personality? If not, have you recently adjusted your answers to allow for a different set of results?

Always consider both a Plan A and a Plan B or perhaps other plans when you are making career choices. Sometimes, courses are full, your marks aren't quite what they need to be, or application deadlines are missed. If you don't have a backup or two in place, you may end up not attending any post-secondary institution at all for a year or semester.

There are many resources out there to help you decide on a Plan A and a Plan B. To help you to decide what you want to do with your life, gather as much information as possible in order to make as informed a decision as possible. These include Future Paths <http://www.futurepaths.ca/>, Relevance Magazine, <http://www.relevancemag.ca/> and the career development section of the website of the University of Waterloo: <http://www.cdm.uwaterloo.ca/>

As well, you can use the handouts titled CAREER GOAL SETTING and CAREER PLANNING GUIDE <http://www.prairiesouth.ca/students/career-development/career-planning.html> to assist in your planning. It is often important to write down things that you are considering when you make your plan for what you might wish to do with yourself when you are finished grade 12.

Post-Secondary Planning:

➤ If you are planning on attending a post-secondary institution:

Are you ready for post-secondary? There are a number of resources that are available to assist you in planning your career, this document being one. There are also large numbers of resources online to assist in career planning. One is found on the University of Saskatchewan website at <http://www.students.usask.ca/support/employment/>. You can also perform general internet searches that can greatly help you.

- **What information is there for parents?** There are handouts, FAQs and numerous other pieces of information about university for parents on post-secondary websites. This one is from the U of R: <http://www.uregina.ca/futurestudents/parents-families/index.html>
- **Are your marks sufficient?** Marks differ from one institution to the next, but the U of S, for example, requires a minimum 70% average for entry into all of their courses. It is a good idea to check the website(s) of the post-secondary institution(s) you might wish to attend to see what their entrance averages are. Be aware of the requirements in different post-secondary institutions. As well, the minimum requirement is often much lower than the actual cutoff mark. The cutoff mark is what the actual lowest average that was allowed into a particular program. Sometimes, that cutoff can be up to 15% higher than the minimum. For example, if the minimum average is 70%, and everyone who applies has a 75% average or higher, the actual cutoff might be 79% or 83%. Because these cutoff marks are normally not published, you might need to call the post-secondary institution to find out what this mark is. If you don't have the marks to get in, what is your alternate plan? Upgrading is possible for students whose marks are not high enough to enter a particular post-secondary institution. Your principal has information on summer school and correspondence courses to allow you to improve your marks in a given class or take an extra class you might need. Having said

that, you need to know that to get into certain programs in university, the admission people almost never take all of your marks. A typical example might include such classes as ELA A and B 30, one or two Science courses at the 20 or 30 level, History or Social Studies or Native Studies 30, one or two Math courses at the 30 level, and up to three electives. Sometimes, the required mark is an average of a number of classes, and sometimes the required mark must be required in each of a certain number of classes.

- **What classes are you taking in grade 11 and 12?** Some students limit their choices in the future by the subjects they take or don't take in grade 11 and 12. For example, if you take the bare minimum of science and math classes required to graduate and you change your plan in the future, you might find out that you have to take some of these classes after you've been out of school for a number of years. Often, specific science classes in sciences and maths are required for certain programs. It is much easier to take these classes when you are in high school, and you can keep your options open in the future. There is a page on the Prairie South website entitled "Post-Secondary Prerequisites" <http://www.prairiesouth.ca/students/career-development/career-planning.html> which explains what subjects are needed in high school to allow you to take a particular course at the U of S, U of R, or SIAST.
- **Which post-secondary institution do you wish to attend?** There are numerous ways to choose an institution. Use the *Education* button on Career Cruising to help you. You may want to choose a program, and then decide where to take it. You may wish to choose a location, and then find a program that fits your needs. Here, we don't have time or space to list all the institutions in Canada. There are three main post-secondary institutions in Saskatchewan: The Saskatchewan Institute of Applied Science and Technology (SIAST), the University of Regina and the University of Saskatchewan. All three have useful information on their websites. The main sites are:

- SIAST: www.siastr.sk.ca
- U of R: <http://www.uregina.ca/>
- U of S: <http://www.usask.ca/>

- The following web pages allow you to order brochures, calendars, application forms, residence, distance learning opportunities, financial assistance information, the application and admission process, locations where you can study, the opportunity to order print materials, find information about the programs offered, and search links to numerous services and information about the post-secondary institution.
 - http://www.uregina.ca/futurestudents/req_info_sorter.html
 - <http://www.explore.usask.ca/counsellors/request/>

- **How do you choose a program?** Consider your Career Cruising and TypeFocus results. You should also check out the websites of prospective post-secondary institutions you might wish to attend. There will be information about the programs they offer. You can also talk to people you know who have attended different post-secondary institutions to be able to make good comparisons. Most institutions send materials to schools every year, but if they don't, you can order them yourself. You should be able to order most of their print materials if you look online and email them a request for the items you want.
 - This website will assist you in choosing a program to study at the U of R.
<http://staging.uregina.ca/careercentre/cxc/exploration.html>
 - This website page provides links to all the programs offered at the U of S.
<http://explore.usask.ca/programs/>
 - This website describes the programs offered at SIAST: <http://www.siastr.sk.ca/programs/atoz.shtml>

- Have you applied, and if not, when do you expect to apply?**
 Carefully check application deadlines. They vary from one year to another, from one institution to another, and from one program to another within an institution. Usually, it's wise to apply as soon as you know where you would like to attend, although it never hurts to ask an advisor about that. A good rule of thumb for university is to send in your applications in by the middle of January. Depending on the institution, they might make you to wait until grade 12 semester one marks are available. As well, in some cases, it might be wise to wait until after Christmas, for the purposes of calculation of averages for scholarships. The best advice is to check with the institution. Admissions people will be able to tell you.
- Generally, applying earlier is better, depending on the admission types. To avoid waits, apply online. SIAST admission processes are of three types. One is Competitive Entrance. It's nursing, which may allow you to apply any time usually between October 15 and February 15. The second is called Competitive Entrance, which means that the requirements are primarily based on marks, and if your marks are high enough, you get to go on to phase 2 and possibly phase 3, which usually involve a career investigation (some internet research and some extra application work) and possibly an interview. The third, and most programs at SIAST are referred to as First Qualified–First Admitted (FQFA). This means that you may apply at any time, and you get put on the list as soon as you start the course(s) necessary to get into the program. Thus, the sooner you apply, the better. For many of the programs offered, you can apply in grade 10, 11 or early grade 12.
- Take note of certain opportunities for target groups when you apply. For instance, there are often a number of seats saved for students from Saskatchewan, people with disabilities, females, visible minorities, etc. You can often self-identify on the application form, but in some cases, you may need to have written proof of things such as Treaty or Metis status.

- Even though it will cost between \$50 and \$150 when you apply, in most cases, it is wise to apply to at least two post-secondary institutions. It's a lot of money up front, but when you consider it against how much it is going to cost you to finish a degree, diploma or certificate, it's a wise investment. This may become part of your Plan B mentioned earlier.
- Always carefully follow the instructions of people at the post-secondary institution when they remind you to do things such as send in a transcript request form to the Ministry of Education. If you forget to do or send them something, they will usually remind you, but it's crucial that you follow up with them.
- When you apply to the post-secondary institution of your choice, they need to know your marks. You can get your marks to them a couple of different ways. If you are planning on attending the U of S, U of R, or SIAST, you can send a transcript request to Student Services at the Ministry of Education and check off the options of End of Semester 1 and End of Semester 2. This will cause a transcript to go directly from Student Services to one or more of these three institutions. If you are planning on attending school somewhere else, you simply need a copy of your transcript from your school, usually signed by a career guidance counselor or principal. This is not a final, official transcript. If you are accepted, it will likely be called conditional acceptance, which means that as long as your marks are maintained at a certain level and continue to meet their requirements, you will be accepted. Regardless of whether you use the Semester 1 and 2 option for Saskatchewan institutions or you are going elsewhere, you might need to send in further information such as the classes you will be taking in semester 2 of grade 12, or projected marks for semester 2 classes. Ministry of Education transcript requests cost \$15 per institution. You can get a copy of this request form at your school, or you can check the school division website or following website to print a copy:
<http://www.education.gov.sk.ca/transcripts>

- **Do you have a place to live?** Are you interested in residence, living alone, with family, with roommates? Keep in mind the various costs associated with each. Although residence might cost somewhat more than some apartments, there are significant benefits to living in residence. You will make a lot of friends very quickly, you don't have to shop for groceries or cook for yourself if you don't want to, you can save yourself some time, and there is greater degree of stability compared to renting an apartment or house. Generally, the benefits of residence greatly assist in allowing you to make a smooth transition from high school to post-secondary. There are documents on post-secondary websites that can further explain the benefits of living in residence.
- If you plan to live in residence, apply online and early, some time between September and December the year before you attend your chosen post-secondary institution. Sometimes you can apply for residence even before you apply to the post-secondary institution, if that is an option. Residences also offer different types of situations from single occupancy rooms to apartment-style accommodations where you will live with several others. If you look online, you should be able to find some information about the residence—pictures, virtual tours, prices, etc.
- The costs of residence vary from one place to another, and they vary depending on the style you choose, and whether you want or need a meal plan. Prices for the U of R can be found at: <http://www.uregina.ca/student/residence/rates/index.html> and <http://www.luthercollege.edu/university/students/residencefees>. U of S rates are at: http://www.usask.ca/residence/how_to_apply/rates.php
- None of the four SIAST campuses has a residence option for students, except Woodland in Prince Albert, and that one is just for students with a family. However, if you are a SIAST student at the Wascana campus in Regina, you can apply to live in

residence at the U of R (Luther College, for example). Unfortunately, residences at the U of S are reserved for U of S students only.

- Housing and rental costs are increasing substantially, and finding an apartment or house is extremely difficult in some cities. With vacancy rates sitting under 2% or even 1% in much of Saskatchewan and parts of Alberta, with apartments being turned into condos, and with house prices remaining relatively high, you will want to start looking early. Plan far in advance when you are arranging accommodations, some time between September and December of the year before you plan on attending the post-secondary institution. You may have to pay for several months of rent ahead of your arrival, or you may need to sign a lease for a period of time much longer than that which you are attending your post-secondary institution, or you may have to pay rent for a full year rather than for the eight months you are at your school. Most post-secondary websites provide information for to help you find an apartment or house. Kijiji, Craigslist, and similar websites are also great places to search for housing. Student unions in a post-secondary institution may also be of help to you.
- **Are you interested in distance learning or alternate campuses?** You may be able to stay at home or near home and take courses via satellite, internet, on paper or in person at a smaller location closer to home. There are both financial and social benefits to doing this. If you can live at home, you will be able to save some substantial accommodation costs. Or, you can become a part-time student, and take classes while you work full or part-time. You may also feel more comfortable with smaller class sizes at smaller locations. Most post-secondary institutions offer distance learning opportunities. Check their websites for the latest courses being offered. There are other options such as alternate campuses like the Southeast Regional College in Assiniboia which offers a number of university and SIAST programs or St. Peter's College which is a second U of S campus

and offers some first and second year courses at its small campus near Humboldt. Seven regional college campuses in dozens of different communities in the province offer a great number of university and SIAST programs. As well, there are distance learning programs specific to certain post-secondary institutions. Some universities grant entire degrees without you ever setting foot on campus. Athabasca University is one of the more popular universities that offer all courses by correspondence and online.

- If you might be moving or are planning to move from one post-secondary institution to another, it is important to consider what credits and courses that you have from the first institution are accepted by the second.
- The following website gives you the opportunity to check out how credits transfer from one post-secondary to the next: www.saskcat.ca. It will assist you in understanding what credits you receive from one institution might work towards a certificate, diploma or degree at another.
- **Do you want to see where you might be going?** Attending an open house, a spend-a-day with current students where you sit in on classes, or tours and social events that are planned for prospective students, is a great plan. It helps you make that transition out of high school. The scheduled tours and open houses are usually listed on the website of the institution, and you usually need to register for them. We also put them on the Prairie South website in a monthly document called **Student Career News**. Most tours occur a few times per year. If you are unable to attend one of these open houses, private tours are often able to be arranged if you call ahead a couple of weeks in advance. There is often a significant culture shock when moving from a small school in a small town to a large school in a city. Anything that you can do to make that adjustment more comfortable—meeting some people, touring the campus and attending social events are all going to assist you in making a

smooth transition from your high school to the post-secondary institution of your choice, or it can give you some more information when it comes time to make a choice about a post-secondary institution.

- **If you are going to university, have you considered a federated college?** In Saskatchewan, these include St. Thomas More at the U of S, Luther College and Campion College at the U of R. The First Nations University of Canada main campus is at the U of R, but they also have campuses in Saskatoon and Prince Albert. You don't need to be First Nations to take courses at the First Nations University of Canada. Federated colleges are usually located on the university campus, but they are administratively and financially independent of the university. You still graduate with a U of R or U of S degree. However, there can be some benefits to registering with a federated college including additional scholarships, centralized services, and access to all university services. There are often smaller class sizes and sometimes, there are reserved seats for students registered with that federated college. You can take certain programs entirely within the federated college, or you can take courses in both the university and the federated college.
- **Do you know who can help you in the registration process?** A high school career counselor can help you get started on the road to post-secondary education. However, the people in the post-secondary institution whose job it is to assist students with the admissions and registration process are there to help you. They know the specifics of their particular institution. It is very important to make contact with a counselor or academic advisor at the post-secondary institution to which you are applying. Many post-secondary institutions make this a requirement for first year students. The earlier you can do this, the better off you will be. You can usually talk to an advisor prior to sending in your application. It is impossible to know all the small details that can be very important when you are registering. For example, when you are choosing your classes,

you need a Plan A and a Plan B. Plan A is usually listed in the institution's calendar. However, Plan B as you need it is often not listed. If the classes are full or not offered in a particular semester, you will need an alternate plan, and a counselor is the best person to advise you about that plan. If at some point, you don't feel as though you're getting the right advice, you should ask for a second opinion. You have a lot of time, effort and money on the line, so if you think you aren't being led in the right direction, you will need to seek different advice.

- **Do you know what help is there for you once you are accepted and start school?** Most post-secondary institutions have orientations in the fall where both students and parents can learn more about the courses the student will be taking as well as programs and services offered such as free tutoring for writing, math and science, learning assistance, peer assisted learning and study groups. There are also non-academic programs about which you might not know that are often helpful for first-year students like time management, budgeting and career planning. Lots of help is available. You just need to ask.
- **Do you have any specific or particular needs or requirements?** If you need certain things to assist you in getting an education, you should be discussing those needs with your student support teacher or principal as well as an advisor from a post-secondary institution so that any accommodations that the institution can be prepared ahead of time. These needs could include things like extra time on exams, a scribe, a reader, an isolated room for exams, etc. Your advisor should be someone who you will get to know well over the next few years. If you are in grade 11 or 12 and have not had recent academic testing from an educational psychologist from the school division, then you will want to have that done before you finish grade 12. Academic or cognitive exams are very expensive if you have to pay for them yourself after you start your post-secondary program.

- **Are you heading south?** If you are planning to attend a post-secondary institution in the United States, you need to ensure that you write the standardized general aptitude tests called ACTs or SATs or both. Usually, Assiniboia Composite High School is one location where you can make arrangements to write them. Check out the websites for writing dates, and call to make arrangements to write.
<http://www.actstudent.org/regist/centers/>
<http://www.collegeboard.com/student/testing/sat/calenefees.html>

- **Do you know how much it is going to cost?** This is not included to discourage you but rather to allow you to make informed decisions. Tuition costs will vary, but typically, a year at the U of R, U of S or SIAST will cost you \$15, 000 to \$25, 000, depending on the course you take, where you live, and what your social life is going to be. Costs can be higher per year for certain specialized courses. Some post-secondary institutions can be less expensive, but again, it depends on the course. It would be wise to sit down, gather information, and create a budget. See budgeting handout provided.

- There is also the Graduate Retention Program for those who file income tax in Saskatchewan for seven years following the completion of a post-secondary journey ticket, certificate, diploma or degree, you can receive a tax rebate from \$3000 to \$20, 000 on the tuition you have paid. <http://www.aeel.gov.sk.ca/grp> is the website that explains the program. You get back 10% of your tuition in each of the first four years and 20% in each of the next three. Make certain you keep your tuition receipts and income tax paperwork.

- For students who graduate after January 2012, the Saskatchewan government will give students \$500 per year up to a maximum of \$2000 for those taking post-secondary education in the province, and finish the program within 10 years. The \$500 automatically comes off your tuition.

- The provincial government is forgiving student loans of up to \$20 000 for new nurses and up to \$120 000 for new doctors who agree to work in certain remote communities for five years.
- **Do you need information on student loans?** Information for the Canada–Saskatchewan integrated student loans usually goes out to schools in early June. Go to www.student-loans.sk.ca, and www.canlearn.ca for more information. It is highly recommended that you use the online application, as it will be processed two to four weeks faster than paper applications. Other than in extenuating circumstances, complete the forms online. You can do a mockup using their loan estimator on their website ahead of time to see whether you will be eligible for a loan or not <http://www.canlearn.ca/eng/postsec/index.shtml>. Loans take into account parental income, and the mockup will require you to submit information from your parents' tax return. This will allow for some advanced financial planning on your part. If you are ineligible for a loan here, you can look into a credit union or bank where you do your banking. Second, it is wise to apply regardless of whether you are eligible or not, as there are awards (money that you don't have to pay back) available to you when you apply for a student loan. The only way to be eligible for the free money is to apply for the loan. Most banks and credit unions offer their own student loans, and depending on the current interest rate, you might get a better rate than Canada–Saskatchewan student loans can offer. A number of website links on the school division website provide advice on funding sources for student loans. Ensure that when you apply for a student loan and your parents have set aside some savings or RESPs to help pay for your costs, indicate on the form only the maximum savings that can be taken out in one year. If you complete the application form with the total number of dollars in savings, you might not be eligible for the loan.
- Health and dental plans for students are typically mandatory in post–secondary institutions. If you can prove that you are already insured to levels equal or better to what is in university or technical

school health and dental plans, you can opt out. Check with your post-secondary institution on how to opt out of a plan.

- **Did you know that many people and organizations want to give you money to help pay for your education?** It is important to investigate scholarship possibilities, because each year, thousands of dollars in scholarships are never given away, because students don't apply for them. Don't forget to keep applying for more scholarships in your first, second and subsequent years of post-secondary education.
 - **Locally:** In most schools, there are a number of local scholarships that are available to students just in a particular school. Your principal or career guidance counselor should have more information for you.
 - **On the School Division Website:** There are some scholarships that are funded locally and managed by the school division. To apply for these, use the application form on the school division website. These, as well as links to provincial and national scholarships are available at the following link: http://www.prairiesouth.ca/index.php?option=com_content&view=article&id=104&Itemid=190 . This is found on the school division's website at www.prairiesouth.ca, in the *Students* category under Scholarships (left side buttons). Apply for every possible scholarship for which you may be eligible. Many of the links that are included on the school division website are links to sites that will assist you in searching for scholarships and acquiring loans. Often the school will get a copy of the Saskatchewan Scholarships, Bursaries and Loans. This is also available at the following website: <http://www.sasknetwork.ca/html/Learners/financialhelp/scholarships.htm>.
 - As well, searching Google generally for scholarships is important. Further, if you are going out of province or out of

country for your education, there will be numerous Saskatchewan scholarships for which you will be no longer eligible. As well, with some scholarships, you become ineligible if you don't attend a recognized post-secondary institution the in fall after you graduate from high school. Searching the website of the institution you will be attending as well as searching the internet generally is important.

- **Post-Secondary Websites:** When you are accepted into your post-secondary institution, you should go to the website of that institution to search out and apply for scholarships. These links are available at <http://www.prairiesouth.ca/students/scholarships/information-and-listings.html>.
- **Are you ready to apply for scholarships?** You can do a great deal of work on scholarships BEFORE they are due. It is wise to have a resume, cover letter, at least two reference letters, and a general essay outlining your accomplishments, volunteer work, academic achievement, etc. ready to send out when you apply for these scholarships. The requirements for each scholarship are different, so you should read them carefully, and include all the required supporting information and documentation. Again, the school division website contains links to numerous websites that contain advice on acquiring scholarships, writing resumes and cover letters and general job searching. Others are noted later in this handout. Also refer to www.prairiesouth.ca for two documents that can assist you in scholarship applications: "10 Scholarship Tips" and "Five Steps to Succeed in Winning Scholarships."
- **Do you have a social insurance number?** You must have one when you apply for loans and to receive scholarships. If you don't, you can go to your local Service Canada office, or download the application form: <http://www.servicecanada.gc.ca/eng/sc/sin/>

- **What do you need to do to get scholarships? There are five main things to consider when you are applying for scholarships.**
 - **What you do:** Volunteers and people who do good things for others will have the opportunity to get a large number of scholarships. Usually, the largest number of scholarship dollars goes to students who have good, solid marks and are great citizens—volunteers who are community-minded leaders. Even if your marks aren't as high as those of others, you may still be eligible for large amounts of money by getting involved and do things in your community. Students have great opportunities to become involved in school sports, SRC and other leadership positions in the school, as well as numerous community service opportunities—volunteering at the rink, hospital, nursing home or with a service club. Participating in events put on by such organizations as Encounters With Canada can help you to get a fantastic resume-building experience <https://www.ewc-rdc.ca/en/home.html;jsessionid=9CBEADDC6AC3DDEBFB632169484182FC.tomcat2>. You should also consider other things you've done such as working at a summer bible camp, lifeguarding or teaching swimming lessons, working at other summer or part-time jobs or CWEX work placements. If you don't already do these things, you may have time to start. The sooner you do, the sooner you and the people around you start to benefit from your volunteer work.
 - **Associations and connections you have:** If you or your parents are members of a group, club, or association, you may be eligible for scholarships. 4H, the Saskatchewan Hockey Association, the Saskatchewan Golf Association, local, provincial or national service clubs are good places to start. Other associations such as parents who are members of certain unions or employees of certain

companies or even growing up on a farm can give you an advantage when applying for certain scholarships.

- **The program you are entering:** Scholarship money is often targeted to get students interested in certain occupations, particularly those where there is a shortage of workers such as most construction trades, most jobs in health, engineering, and numerous others.
- **Athletics, music or other skills you have:** Canadian post-secondary institutions do not always provide as many scholarships for athletics as other countries, but these opportunities are becoming greater. Usually, these are given to students who maintain a good average in university.
- **The marks you have:** High marks are very important. Always work to get the highest marks you can get. Solid marks, combined with the other considerations above will leave you in a good situation when it comes to apply for scholarships.

Some important notes about scholarships:

- You can never start too early to work hard at acquiring scholarship money and searching out scholarships. Acquire all the things you need to have ahead of time. Starting in grade 11 by reading through numerous scholarship criteria to understand all of the things necessary that you will want to have ready to go when you start applying for scholarships is an excellent idea to help your planning. Ensure that you get some good references, and to get these good references from people, you need to have a great attitude, be on time, and work hard. If you cause grief, are lazy, have poor attendance, and are rude and obnoxious toward people at school or at work, it will be difficult for those people to give you a great reference. Some of the

scholarships out there are based entirely on grade 11 marks, so it's very important to work hard to get your marks as high as they possibly can be, and start looking as early as possible.

- Register with companies that email you scholarships regularly: www.scholarshipscanada.com, and www.studentawards.com.
 - Many post-secondary institutions will calculate your marks to your greatest financial benefit. If you have higher marks in your second semester than in the first, you might become eligible for scholarships for which you were previously ineligible.
- **Do you know about apprenticeship options?** If you are interested in the trades, apprenticeship is an idea to strongly consider. It allows you to work and earn money while you are learning about your trade. More information for apprenticeship can be found at: <http://www.saskapprenticeship.ca/index.php>. One of the links on the apprenticeship website listed above is information about youth apprenticeship: http://www.saskapprenticeship.ca/youth_apprentices/
- Go to the website for more information; your principal can acquire the documents that are needed to become involved in the program while you are in high school. Saskatchewan Youth Apprenticeship is a program that has you complete 12 challenges (short assignments) related to the trades, and it allows you to gain up to 300 hours that count towards the first year of your apprenticeship. There is a \$150 fee that your employer has to pay to register you with the apprenticeship commission, but this fee is waived if you complete your 300 youth apprenticeship hours. There is also a waiver of the first level of technical training tuition (approximately \$600 value). To use the hours, a student must be registered in an approved apprenticeship program within five years of the date on the certificate. If you complete SYA, you are eligible for a draw for one of 80 scholarships each worth \$1000. Even if you choose not

to enter an apprenticeship trade, completing the Saskatchewan Youth Apprenticeship Program is a great thing to put on your resume, as well as being helpful to investigate the trades and the workplace in general. If you are living away from home when you are apprenticing, you may be eligible for an allowance of over \$100 per week. There are some scholarships available for students entering apprenticeship. Check the SIAST website for more information. There are incentives of up to \$4000 available to people who are interested in starting and completing their journey status in a trade. For more information, check out:

http://www.hrsdc.gc.ca/eng/workplaceskills/trades_apprenticeship/ACG/index.shtml

- **Are you entering the workforce after grade 12?**
 - **Do you have a job arranged?** Will you be doing something you like to do? If not, how might you find something that you wish to do rather than just whatever comes along?
 - Again, refer back to your results from career software like Career Cruising or TypeFocus to help you to decide what you might like to do as well as what you will be good at doing.

- **Have you considered the military?** There are numerous occupations within the Canadian Armed Forces that do not involve being a soldier, sailor, or pilot in combat or peacekeeping. Dentists, doctors, engineers, cooks, computer technicians, fire fighters, police officers, musicians, mechanics and technicians, carpenters, line technicians, lawyers, lab and radiology technicians, meteorological technicians, pharmacists, physiotherapists, postal clerks, plumbing and heating technicians, public affairs people, social workers and many more, over 100 in total. As well, there are substantial savings in tuition to be made by taking your post-secondary training with the military. In some cases you can have most of your tuition paid by the military in exchange for some time spent with them doing the job for which you have been trained. There is the regular force where you enlist and that is your permanent, full-time job. If you enlist in the reserves, you spend some time in the military on

weekends and in the summer. For more information on the military or to learn more about regular or reserve forces, go to www.forces.ca.

- **Have you considered additional training that can help to get you a job?** There are short courses offered from community colleges that you can take on weekends and in evenings that can help you get a job. The Saskatchewan Safety Council provides a bursary for up to \$200 for students age 14–21 who take Early Safety Training. <http://www.sasksafety.org/programs/early-safety-training-program/>. The program requires you take Occupational Health and Safety, Ready for Work, Young Worker Readiness Certificate, CPR/First Aid, WHMIS, (or if you have a receipt that shows you have taken one or more of them), and one other course of your choice. Many organizations offer these courses including the Southeast Regional College, where you can take them all for as low as \$70 after the bursary. See their website for more information: <http://www.southeastcollege.org/>. The bursaries are offered through the Saskatchewan Safety Council.

- **If you don't have a job lined up, do you have a plan for acquiring a job?** Many websites provide information to assist you in getting a job, both inside and outside Saskatchewan. Here are some provincial ones:
 - <http://www.sasknetwork.gov.sk.ca/index.jsp>
 - <https://teenwork.ca/>
 - <http://www.saskjobs.ca/>
 - http://www.sasknetwork.ca/html/jsh/JSearch_The_Job_Search.htm
 - <http://www.lrws.gov.sk.ca/ready-for-work>
 - <http://www.servicecanada.gc.ca/>
 - http://www.workingincanada.gc.ca/content_pieces-eng.do?cid=1&lang=eng

On the school division website at <http://www.prairiesouth.ca/students/scholarships/information-and-listings.html>, **Student Career News** is updated monthly under *Students* and then *Career Development*. This information, along with other site links on the school division website, contains numerous websites to help you in your career, job, and scholarship searches. There are also other important pieces of information such as, links to our career planning software, prerequisites for post-secondary institutions, and post-secondary deadlines.

And here are some national ones:

<http://www.wikihow.com/Get-a-Job> and http://careerplanning.about.com/od/jobsearch/a/ref_get_a_job.htm. Some job finding sites are ones that require you to register and pay a fee to get fully into the site. It wouldn't necessarily be a good idea to start out paying for these services, unless you have tried hard and are still unable to get a job. You can also simply do an internet search to find out more information about job searching skills.

- **Do you have a resume, cover letter, portfolio, etc. prepared?**
Career Cruising provides the opportunity for you to create a resume, it has a great deal of information provided under the *Employment* button. There are also numerous websites that will assist you with resume writing. Many of these are listed previously in the section about finding a job. As well, keeping a portfolio updated, whether you started one in Career Guidance in grades 6–9 or CWEX or even if you haven't started on one yet, it is a great idea to have one ready to show prospective employers. Numerous websites will assist you in creating a good portfolio.
 - http://www.quintcareers.com/job_search_portfolio.html
 - http://www.ehow.com/how_5067922_build-career-portfolio.html
 - www.careercruising.com

- <http://www.career.fsu.edu/portfolio/resources/students.cfm>

- **Have you Googled yourself? What's on your Facebook page?**
Remember that your potential employer will probably search your name on the internet. If you have ever put anything on Facebook, Twitter or any other social media, if you have or contribute to a blog or website, assume that everything that you put on the internet, regardless of whether you delete it later, is on FOREVER. This keeps many people from being hired every day.

- **Do you have any interview experience?** If not, there are a number of different websites that will assist you in preparing for interviews. One reference is Career Cruising at www.careercruising.com. You can use the Employment button to find out more about interview preparation. Another is the career section of the Royal Bank. There are two links: <http://www.rbc.com/careers/PDFInterviewPack.pdf> <http://www.rbc.com/uniquecareers/index.html>. You don't need to be looking for a job in this or any other financial institution, but it gives you information on behavioural and situational interviews, some of the increasingly more common methods of interviewing prospective employees. Behavioural interviews are very common in all sectors of employment, and questions might include: Describe a time when you needed to accomplish a task, and explain how you went about completing this task and the results of it, or tell about how you would deal with a crisis situation. Being prepared for an interview is important for students furthering their education as well as those entering the work force. Many universities, colleges and technical schools have an interview as part of the entrance requirements. The following website provides a substantial list of the kinds of questions asked at behavioural or situational interviews: http://www.quintcareers.com/sample_behavioral.html http://www.quintcareers.com/interview_question_database/situational_interview_questions.html

- **Is this a permanent move to the work force or is it a short-term solution to make money to pay for schooling in the future?** If you are making a permanent move to the work force, it is wise to find a job that you truly enjoy doing. Regardless of what you do, if you do something that you enjoy, you will find a way to make money doing it.
- **If this is a one or two year plan to put away money for post-secondary costs, how are you going to ensure that you start school again in a year or two?** Do you have a plan to transition yourself from the work force to post-secondary? Many people go to work for a year or two to put away money to pay for their post-secondary education, and then they never end up going because they make lots of money, or they don't make enough money, or something else happens to change their plans.

Two things to remember:

1. **Be prepared for a change of plans. Ensure that you are the one changing the plan.**
2. **Find out what you love to do, and do it. If you do what you love, you will find a way to make a living doing it.**

N. B. ORGANIZATIONS CHANGE THEIR WEBSITES FROM TIME TO TIME. IF ANY WEBSITES REFERENCES LISTED IN THIS DOCUMENT DO NOT WORK, PLEASE CONTACT YOUR CAREER DEVELOPMENT CONSULTANT. ALSO, AS THIS DOCUMENT IS UPDATED MANY TIMES IN ONE YEAR, THE INFORMATION CHANGES AND ADDITIONS ARE MADE REGULARLY. PLEASE GO TO WWW.PRAIRIESOUTH.CA FOR THE MOST RECENT VERSION.