



GRADE 11 AND 12 CAREER PLANNING WORKSHEET

1. READ THIS ENTIRE HANDOUT. (It's only four pages. Won't take more than five minutes.)
2. DO EVERYTHING THAT APPLIES TO YOU. (This will take considerably more than five minutes, but it's kind of important.)
3. READ THE HANDOUTS PROVIDED. (So will this. It's worth it—it's your future.)
4. READ THE CAREER PLANNING, MONTHLY CAREER NEWSLETTER AND SCHOLARSHIP INFORMATION ON THE PRAIRIE SOUTH WEBSITE. (This will take a couple hours.)

N.B.

1. **GENERALLY, THE HOMEWORK BELOW SHOULD BE DONE IN THE ORDER IT APPEARS.**
2. **SOME THINGS BELOW NEED TO BE DONE IN GRADE 11.**
3. **SOME THINGS CAN'T BE DONE UNTIL GRADE 12.**
4. **SOME THINGS YOU WILL HAVE TO CONTINUE IN GRADE 12 IF YOU DON'T FINISH THEM EARLIER OR IF YOU CHANGE YOUR PLANS.**

PRIMARILY GRADE 11 HOMEWORK:

- Read the [Student Career News](#) every month. You will get news about a large number of career and post-secondary events, scholarships, updates, etc.
- Volunteer, be involved in extra-curricular activities, do great work in school and be a great person, all of which will put you in a good position to receive scholarships. People who sponsor [scholarships](#) give money to good citizens who contribute positively to society and communities.
- Learn about yourself. Using a tool like [myBlueprint](#) can help you improve your knowledge of your interests and personality. This program will provide some general and possibly some specific information about occupational choices and post-secondary requirements to be able to do that occupation. [Here are the instruction](#) on how to sign up for myBlueprint.
- Start thinking about what you might like to do after grade 12. Some people have known what they want to do since they were five years old. If you still need some help, use myBlueprint to discover more about your career interests. See above for instructions.
- If the occupation requires training or some post-secondary education before you are able to do it, research the post-secondary program. It is best if you aren't surprised by anything. Learn as much as you can about a program or an occupation.

- Read through [Relevance Magazine](#). Learn about the experiences of others, and understand labour market trends.
- If your research doesn't narrow down things, then consider the following questions:
 - *If all jobs paid the same amount of money and took the same amount of time and cost to get trained, what might you like to do?*
 - *If you had \$10 million, and you didn't have to work at a job for the money, what would you wake up and do every day?*
 - *What do your parents say you might do for an occupation?*
 - *What job would you do for free, because you like it that much?*
 - *What would an amazing day of work look like?*
- Once you have some ideas about what you would like to do after grade 12, research it as much as possible. If the opportunity is there, try out the job—part time, volunteer, CWEX placement. If you can't do the job, talk to someone who is doing that job.
- It's okay to change your mind about the program or job you have started. Hopefully, you have researched the program or the job so that you knew as much as possible about it, so that you don't have to change your mind. However, you might not be able to know you like it or dislike it until you try it.
- Research the prerequisite high school classes you have to take to get into the program of your choice. Double check the website of that post-secondary institution to ensure you will have the necessary prerequisites by the end of grade 12.
- Use a [credit tracking](#) form so that you can see what you have done and what you still need to take to graduate.
- Attend a career fair or two. Make a list of questions to ask ahead of time. Talk to the people representing the different organizations. Learn as much as you can. These are held throughout the province many times during the year.
- Attend post-secondary open houses when available. Some are specifically for grade 11s and some are for grade 12s. Read the [Student Career News](#) to find out when they are.

- If what you want to take is offered at a technical school like [Saskatchewan Polytechnic](#), and the admission process is [first qualified, first admitted](#) (first come, first served when you meet the minimum requirements), you may be able to apply while you are in grade 10 or 11 or on September 1 of your grade 12 year. In these cases, the person who applies earliest gets in, not necessarily the one with the highest marks.
- Research many scholarships. Make a note of the scholarships that you can apply to receive. Make note of the work that is required (letter with your career goals, reference letters, etc.). Use the [Scholarship Application Organizer](#) in the Career Development section of the Prairie South website. You may be able to apply for some while you are still in grade 11. Make sure to check [PSSD Scholarships](#) (deadline to apply is May 1st) that are available to you as Prairie South students. As well, check out more information on scholarships and loans on the [PSSD Website](#).
- Apply for a [social insurance number](#) if you don't have one. It is required for many scholarships.
- Improve your [resume](#). There are many courses you can take and certificates you can earn to help improve your resume. [Career Safety Education](#), [Saskatchewan Youth Apprenticeship](#), [First Aid](#), [Young Worker Readiness Certificate](#), and many more options can help you expand your resume. Ask your teachers as a number of these will be free to you, as a student.
- ASK A LOT OF QUESTIONS! Post-Secondary Schools want you in their buildings. They have people there that can assist you with questions on everything from the application process to living in residence. Check out the [Post-Secondary Contact Information](#) for a number of post-secondary schools in Saskatchewan. This includes phone numbers and email addresses for many departments at those schools.

PRIMARILY GRADE 12 HOMEWORK:

- Read the [Student Career News](#) every month. You will get news about a large number of career and post-secondary events, scholarships, updates, etc.
- Research many scholarships. Make a note of the scholarships that you can apply to receive. Make note of the work that is required (letter with your career goals, reference letters, etc.). Use the [Scholarship Application Organizer](#) in the Career Development section of the Prairie South website. You may be able to apply for some while you are still in grade 11. Make sure to check [PSSD Scholarships](#) (deadline to apply is May 1st) that are available to you as Prairie South students. As well, check out more information

on scholarships and loans on the [PSSD Website](#). Many scholarships can be found in the monthly [PSSD Career Newsletter](#).

- Continue to learn about yourself. Using a tool like [myBlueprint](#) can help you improve your knowledge of your interests and personality. This program will provide some general and possibly some specific information about occupational choices and post-secondary requirements to be able to do that occupation. [Here are the instruction](#) on how to sign up for myBlueprint.
- If the program requires university, you can usually start applying as early as October of your grade 12 year. Usually around Christmas is a good time to apply for university, but there are some programs that require earlier applications. Check the post-secondary website to confirm the deadlines.
- If you are going to school in the United States, you may have to write standardized exams called ACT or SATs. Make arrangements to do this, and you can write them more than once if necessary. All information can be found on the [SAT Suite of Assessments](#) website.
- Complete your post-secondary application. Make a request to the Ministry of Education to have your [transcripts](#) sent directly to the post-secondary institution you choose. Use the [cheat sheet](#) to know when your transcripts should be sent.
- Consider where you are going to live. If you are going to a post-secondary institution with a residence, it is a great idea for first year students to live in residence.
- Apply for [residence](#) as soon as the opportunity to apply occurs. You can always change your mind if you choose not to live in residence, but usually once they are full, you will not be able to get a spot.
- If you are going into the workforce, find out the type of [resume](#) that is required. Update or create your resume. You can also create a resume in myBlueprint and export it as a Microsoft Word document for easy editing. See third bullet for more info on myBlueprint.
- If you are going into the workforce, research how to be successful in a job interview. This job interview will likely be a little more intensive than one you may have done for a part time job in high school. Look into the [kind of questions](#) (see link and look for “Suggested Interview Questions”) that are often asked at that kind of interview or that kind of job.

- ❑ Attend a course registration workshop if you are going to university. These are usually in May or early June. Check monthly [PSSD Career Newsletter](#) for upcoming dates.
- ❑ Apply for [student loans](#) in the first or second week of June in your grade 12 year. You can't apply earlier, but you can learn how to complete the application ahead of time.
- ❑ ASK A LOT OF QUESTIONS! Post-Secondary Schools want you in their buildings. They have people there that can assist you with questions on everything from the application process to living in residence. Check out the [Post-Secondary Contact Information](#) for a number of post-secondary schools in Saskatchewan. This includes phone numbers and email addresses for many departments at those schools.