

# CAREER PLANNING WORKBOOK



NAME: \_\_\_\_\_

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

Within the first five years after grade 12 are you:

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

Since those are your only two real options (playing video games in your parents' basement is NOT an option), use this workbook to help you.

Would you like to:

- figure out what to do after grade 12?
- know how to find a good job?
- find and get into the right post-secondary program?
- be prepared for scholarship applications?
- save 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 found on the Prairie South website and other websites.

### **HOW TO USE THIS WORKBOOK**

1. Use it regularly. This is a **WORKBOOK**. It's right there in the title. **WORK**. See how it's in caps and bolded? Kind of important. You need to work **NOW** to make your life easier in the future. It's meant for you to spend time **working** on the things you need to research, learn, and do to be prepared for all the decisions you're going to have to make in the next few years.
2. Finish as much of it as you can before we meet again, prior to the end of January of your grade 12 year. Bring it back with you when we meet again. You can finish this reasonably easily in **fewer than 14 days**, but if you would like to complete it more leisurely, follow the pace indicated to finish it in **under 12 weeks**.
3. Do it in order. This workbook is chronological. Start at the beginning.
4. Use what applies to you. This workbook is also created for everyone to use, regardless of your plans after grade 12, thus, not all parts of it will apply to you.
5. Revisit, review, and work on it daily or weekly. Your situation may change, and what you need to learn from this document may change. Ten minutes a day on average (one hour per week) is usually sufficient to start when in grade 11. You may need spend lot more time if you slack off. Again, bring it back when we meet in grade 12.

6. When something is in a box with questions, put your answers in the spaces below the question. Use your own paper if there isn't enough space provided.
7. When there is a paper copy of a handout, you will see the word **APPENDIX** with a number. Each appendix is in a separate list of appendices. These appendices are also found on the Prairie South website.

## **THINGS TO START IN GRADE 11**

### **(WEEK 1) WHAT TO DO, WHAT TO DO?: CAREER PLANNING AND PREPARATION**

#### **What do you think you'd like to accomplish in your life?**

In trying to figure out what you want to do after grade 12 it can be useful to start out by looking at the things you may like to do. Finding work that you enjoy or about which you are passionate is a good start.

"We were all created to fill a unique role. You are needed. There is someone out there who needs *you* to be *you*. So, how do you make the kind of contribution to this world that you were created to make? By doing work you're passionate about." (Ken Coleman)

Some have known their passion is for years. Some people's passion might change over time. Some have no idea what their passion is. Some are passionate about a hobby, which doesn't necessarily connect to a specific occupation. Now is the time to find your passion and take steps to connect that passion to an occupation and start doing the work about which you are passionate. Check out the **APPENDIX 1** titled: "Help! What Should I do after High School?" to help you learn about passion, find your passion, and make a list of what you are good at doing.

Start connecting those passions to something you might like to do after grade 12. Some people have known what they want to do since they were five years old, while for others, it may take awhile to find that passion and tie it to some meaningful work. Search and watch Ep. 205 Career Advice with Ken Coleman. Also search Ken Coleman and use his "Career Clarity Guide." (**APPENDIX 2**)

- What did you come up with for ideas about your:
  - Talent:

○ Passion:

○ Mission:

Sometimes, certain questions don't provide the answers that work for you. If the Ken Coleman questions don't do it for you, try these.

- What is important to you?
- What do you want to learn more about?
- What if you decided to learn about different things by trying them out instead of trying to figure out what you want to do? What things would you like to try?

It's good to balance out the passion with practicality. Search and watch "Mike Rowe: Don't Follow Your Passion" (5:19 in length). The premise of his argument is that people should not blindly follow their passion. Just because you're passionate about something doesn't mean you are going to be able to make a living doing it. Sometimes, it's better to look at the opportunities that cross your path. Maybe you'd like a particular occupation more than you first thought. If an opportunity presents itself, take a shot at it. **APPENDIX 3** ("Don't Follow Your Passion") has more information about the idea of not following your passion in a letter from an uncle to his nephew with some career advice. There is also other information about looking for opportunities rather than waiting for things to come to you.

In grade 11, you are in the information gathering stage in your career development. You need to collect as much information as you can about as many different possible careers options and learn as much about yourself as you can to help you make an informed choice. In grade 12, you need to move things along and increase the amount of time you spend planning and applying for scholarships as needed.

## **(WEEK 2) THE SHARPEST TOOLS IN THE SHED: USE A VARIETY OF RESOURCES**

Learn about yourself as well as information available to you. Using a tool like ChatterHigh (**APPENDIX 4**-signup instructions) can help you to understand more about yourself and about options for life after grade 12. Using a tool like myBlueprint (**APPENDIX 5**-signup instructions) can help you improve your knowledge of your interests, values, skills, and personality. It will provide some information about occupational choices and post-secondary requirements to be able to do that occupation. Signup instructions are also on the Prairie South website.

- What suggestions came up on ChatterHigh and myBlueprint?

- Did you like any of these? Explain why or why not.
- Do they align with what you thought about your own possible career paths? If not, have you gone through the questions again?
- Do they seem to adequately describe your personality? If not, have you recently adjusted your answers to allow for a different set of results?
- What ideas were kind of stupid? Explain why you think they don't work for you.
- What ideas do you think may be potential opportunities for you to take advantage of (refer to Mike Rowe's "Don't Follow Your Passion")?

The ideas suggested by myBlueprint are based on how you answered the questions. For some people, the results are not things they want to do. Sometimes, it's important to look just at a career cluster or two, rather than a specific occupation. For example, if something like bicycle mechanic and vending machine repair person come up as suggestions, think of the larger category of mechanics or things where you take things apart and fix them, rather than those specific occupations that seem unusual or unique.

Go to the list of occupations in the cluster that most interests you, and use myBlueprint or a similar program to research your top three occupational choices. For each complete the following:

- Summarize the occupation (no more than ten words)
- What are the three best parts of the occupation?
- What are the three worst parts of the occupation?

## **LEARN AS MUCH AS YOU CAN ABOUT A POSSIBLE OCCUPATION**

People often change a program at a technical school or university or jobs because they didn't know what it was all about. Some students go into a job or program thinking it's like it is on TV or the internet. They didn't know you have to do certain tasks that they really don't want to do or can't handle.

The best ways to learn about whether you will like an occupation, in order, are:

1. **Do it.** Try it out. Volunteer, get a part time job, or do a CWEX placement if it's possible. Even if you volunteer to work for free, you may learn something that is going to make or save you a lot of money in the future. Quitting your part-time job and losing a little income now may pay off huge dividends in the future if you think of how much tuition costs for something that you end up not liking.
2. **Talk to someone who does it or knows about it.** Sometimes, you can't try out the job, because you have not completed the training to be legally allowed to do a particular task. For example, you can't get a part-time job as a surgeon or dentist, but you may be able to talk to someone who is to learn what the work is like.
3. **To use online and other resources.** This is the easiest and quickest way to learn about occupations, and this is the best place to start. Although it's not possible to learn everything there is to know about a specific job, researching is a great way to learn some of the things about occupations. The Career Development section on the Prairie South website has a lot of resources. ChatterHigh, myBlueprint, Career Spotlights, and Relevance Magazine are just some of the tools. Search RDIEC or SIEC and check their YouTube channels. Look for a video with an interview/presentation for as many occupations as you can that interest you. Sit on your couch and learn about different jobs.

Doing one or more of these three things may not show you what you'd like to do. Although it may not seem so, it can be very valuable to find out what you DON'T want to do. That's what you may discover by trying an occupation, or talking to someone about it, or researching it. Use **APPENDIX 6 "Goal Setting"** to help you.

It's okay to change your mind about a program or job you have started. Hopefully, you have researched the program or the job so that you know as much as possible about it, and then 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 or investigate and research it thoroughly.



If you plan on going to post-secondary, skip to the post-secondary section, several pages ahead.

### **(WEEK 3) HEIGH HO, HEIGH HO, IT'S OFF TO WORK I GO: ENTERING THE WORKFORCE**

Some people don't want to go to school after grade 12. Some occupations don't require any post-secondary training of any kind. It's not always necessary to get a certificate, degree, or diploma to be qualified to do a job. Maybe you just need a couple of safety courses, or forklift operator training, or something that only takes a few hours or days to complete. If you don't need to go to school to be qualified to do specific work, there may be no point in going to school after grade 12. People who work in certain jobs in retail or the service industry get on-the-job training and don't need to go to a post-secondary program. There are other examples like farming, where there are no specific courses you must take to be able to do it. However, it's a great idea to learn a trade or take an agriculture program that can provide the chance for off-farm income or make you into a better farmer.

- Are you going straight to work after grade 12?
- If so, do you have a job arranged? What is it? Where is it?
- Will you be doing something you like or is it just a job with a paycheque?

- If not, how might you find something that you enjoy rather than just whatever comes along? Refer to your results from myBlueprint to help you decide what you might like to do as well as what you will be good at doing.

### **WHAT? I NEED A RESUME, AND IT HAS TO HAVE STUFF IN IT?: RESUMES, COVER LETTERS, AND PORTFOLIO BUILDERS**

Putting together a resume, cover letter, and portfolios should take some time. myBlueprint has information on these, and you can create them from scratch using the resume and cover letter generator under the “Work” section. You can even create an entire portfolio. The formats are not necessarily the best looking, so you should export them to a Word Doc or other template to make them look visually appealing to potential employers. Read over **APPENDIX 7** “An Effective Resume” to learn about creating a resume. “The Cover Letter” (**APPENDIX 8**) will help you get started on the cover letter. There are also numerous websites that will assist you with resume, cover letter, and portfolio writing.

There are many courses you can take and certificates you can earn to help improve your resume. Many of them are free. “Career Safety Education” (**APPENDIX 9**), Saskatchewan Youth Apprenticeship, Young or New Worker Readiness Certificate, and many more courses and programs can help you expand your resume. Check the Prairie South website for access to these, or ask your teachers. There is a great deal of additional training and courses that can help you get you a job. Short courses that you can take on weekends and in evenings are offered by community colleges, and these may help you get a job.

As well, keeping a career portfolio updated, whether you started one in Career Education in grades 6-9 or CWEX or if you haven’t started on one yet, it is a good idea to have one ready to show prospective employers. Numerous websites will assist you in creating a good portfolio such as LiveCareer.

- Do you feel as though you have a good resume, cover letter, and portfolio? Write down three things you think you could do to improve either, then go make the changes. Are there some certificates or courses you could take to help you get a job?

### **HOW DO I FIND WORK?: APPLYING FOR A JOB**

Many websites provide information to assist you in getting a job, both inside and outside Saskatchewan. Search sites such as Sask. Jobs.ca, the Canadian Job Bank, and The Balance Careers. myBlueprint uses Indeed and several others, so you can use those as well. Some job search sites will 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. Search the internet to find out more information about job searching skills.

### **DID I REALLY POST THAT?: YOUR ONLINE PRESENCE**

Have you Googled yourself? What's on your Twitter (X), Instagram, or Facebook page? Employers often search the name of potential employees on the internet. If you have ever added a comment or picture on a social media site, contributed to a blog or any kind of website, assume that everything that you or anyone else put on it, regardless of whether you deleted it, is saved FOREVER somewhere by someone. Snap Chat and similar platforms don't necessarily keep a record of what you have posted, but someone who took a screen shot has a record. Pictures or comments posted on social media keep many people from being hired daily. If you ever doubt this, have a look at the number of political candidates who get turfed before or during election campaigns.

- Look over your social media and see if you have posted any pictures, comments, or material that could be deemed as inappropriate. If you wouldn't want your grandma to see it, your potential employer probably won't hire you because of it. Write down what you have decided to change.

#### **(WEEK 4) I'M SO STRESSED: JOB INTERVIEWS**

One of the most stressful things in life for people is job interviews. In most cases, the stress comes because you're not sure what questions will be asked. If you want to alleviate a great deal of that stress, research commonly asked interview questions for the occupation you are trying to acquire. The Prairie South website under Students, and Career and Work Exploration has information on how to be successful in a job interview and "Nailing the Interview" (**APPENDIX 10**) will help you be successful and prepared for a job interview.

- 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 or a CWEX placement. Research the kind of questions that are often asked at that kind of interview or for that kind of job. Write down some here.

Thoroughly research the company before the interview. Be knowledgeable about them. Tell them why you want to work for them. Answer their questions completely. Understand why they are asking the questions and what they are really trying to find out about you. Many websites will assist you in preparing for interviews. Search Royal Bank Career Planning. It has many resources, and you don't have to be looking for a job at a bank. Another excellent resource can be found on the Ken Coleman website. Look for "How to Win the Interview" on his site. Always ask good questions of the interviewer. If you don't ask any questions during an interview when the interviewer gives you the opportunity to ask them, it may look like you are not interested in the job.

- Write down three important things you have found about your potential employer.
- Write down three tips or hints from Ken Coleman's website that you should use in a job interview.

- Write down at least three questions you should ask a potential employer during your interview.

### **WELL, THAT'S A WEIRD QUESTION: NON-TRADITIONAL INTERVIEWS**

Behavioural, situational, and other non-traditional interviews are very common in all sectors of employment. The companies that use them are typically large, rather than mom-and-pop operations. The reason for this is to determine the kind of person you are. If you are a good person, hard worker, good listener, etc., you can be trained to do most anything. If you're not co-operative, have a bad attitude, and don't get along with people, companies may not want to hire you, regardless of your skills or abilities. Behavioural or situational questions can 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. Some universities, colleges, or technical schools have an interview as part of the entrance requirements.

- If you're going into the workforce, and the company or organization to which you're applying for a job is reasonably large or a government, research behavioural and situational interview questions. Pretend you are the employer who potentially wants to hire you. Write down three to five questions that you think may be asked at an interview. Come up with answers to these questions.

**TRUSTED TO SERVE: INTERESTED IN JOINING THE MILITARY?**

Although you may want work close to conflict on the front lines, there are numerous occupations within the Canadian Armed Forces that do not involve being a soldier, sailor, pilot, or other similar position in combat or peacekeeping. There are occupations like dentists, doctors, engineers, cooks, computer technicians, fire fighters, police officers, musicians, mechanics, 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.

There are substantial savings in tuition to be made by taking your post-secondary training with the military. In most cases, you can have most of your tuition paid by the military in exchange for time spent with them doing the job for which you have been trained. There are two options for entering the military. There is the regular force where you enlist and that is your permanent, full-time job. Then there are the reserves, where you spend some time in the military on weekends and in the summer. For more information search Canadian Forces.

- Go to the Canadian Forces website to learn about the 100+ occupations in the military. Learn about the two options (regular force or reserves) and decide how you'd like to proceed and write down which one you prefer.
- Schedule an in person or virtual visit with a recruiter in Moose Jaw (reserves) or Regina (regular force). Write down the address of the location and date of your appointment.

**(WEEK 5) I DON'T WANT TO WORK AT A DESK: APPRENTICESHIP TRADES:**

If you are interested in a trade, apprenticeship is an idea to strongly consider. It allows you to work and earn money while you are learning about a trade. If you're not sure which trade might be best for you, check out the Prairie South site for information on the trades and apprenticeship. It has printable handouts including "Apprenticeship Explained" (**APPENDIX 11**) to show how apprenticeship works and its benefits, "Sask. Youth Apprenticeship Challenges" (description below), and a brochure titled "What is Apprenticeship." from Sask. Apprenticeship. You can also check out the Sask. Polytechnic website for pre-employment programs for those needing trades training before they go to work. More information can be found on the Sask. Apprenticeship site.



- Are you interested in working at a job where you're moving around, fixing, building, and being physically active? If so, what kind of trades interest you?

### **A GREAT HEADSTART ON THE TRADES: SASK YOUTH APPRENTICESHIP (SYA)**

Saskatchewan Youth Apprenticeship (SYA) is a great way to fast track your apprenticeship. SYA requires you complete 12 challenges (short assignments) related to the trades. The three benefits of SYA are: waiver of a \$250 registration fee; no charge for Level 1 technical training, saving you \$120 per week, up to up to nearly \$1000, and you acquire up to 300 hours that count towards the first year of your apprenticeship. To use the completed SYA, a student must be registered in an approved apprenticeship program within five years of the date on the certificate. You are also eligible for a draw for one of 100 scholarships across the province, each worth \$1000, if you finish and submit paperwork by March 1 (possibly a little later depending on the year).

Even if you choose not to enter an apprenticeship trade, completing SYA is a great thing to put on your resume. Your career counsellor, PAA teacher, or principal will need to register you with Sask. Apprenticeship through MYATC. You can find the SYA 12 Challenges on the Prairie South website under Students and Apprenticeship.

- If you're interested in a trade, contact your PAA teacher or principal to sign up for SYA. You can print off the package of information and start the 12 challenges any time you want. You'll need to register with Sask. Apprenticeship to get credit for doing the challenges. Write down the date you will speak to your PAA teacher or principal about this. Put a reminder in your phone.

There are other financial benefits to use during an apprenticeship. When you take your additional training, you are eligible for a living allowance of \$200 per week if you live more than 50 km away from the school providing the training. Apprentices are laid off during the periods of technical training, so they are eligible for employment insurance for those times. Check the Saskatchewan Polytechnic website for apprenticeship scholarships.

Another great opportunity for a wide range of trades is to take your apprenticeship (or other training for non-apprenticeship trades) training through a union. Look up UA Local 179 on the internet to learn how to get into the following trades: steam fitting/pipefitting, plumbing, sprinkler system installation, industrial instrument mechanics, refrigeration mechanics, welding. Also check out Sask. Building Trades to find information about bricklayers, construction workers, carpenters, iron workers, insulators, asbestos workers, electrical, painters, elevator constructors, millwrights, operating engineers, concrete masons, sheet metal workers, boilermakers, and more. Training is basically free, and you are put in contact with an employer who may apprentice you.

A further opportunity to consider is Regina Trades and Skills Centre. They train students for specific jobs, usually trades, for a few weeks up to three months or so. Students who finish the program will have a job waiting for them at the end. The training is free and the time spent in school goes towards your required apprenticeship hours.

### **KEEP ON KEEPING ON: CONTINUE TO PLAN**

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 you enjoy, you should be able to find a way to make a living doing it. You always need to be the driver of the plans you make. Refer to **APPENDIX 5** "Goal Setting" to help you plan.

- Are you interested in going to a post-secondary program at some point or do you want to go to work after grade 12 and stay in the workforce?

- If you want to work permanently (or for the foreseeable future), what kind of job do you want?
- If you want to work for a set period and then go to a post-secondary program, how long do you plan to work?
- What post-secondary program(s) interests you?

**AS A MATTER OF FACT, I DO LOVE SCHOOL. GONNA GET ME AN EDUCATION:**

**PLANNING FOR A POST-SECONDARY PROGRAM SUCH AS UNIVERSITY OR SASK.POLYTECHNIC**

If the occupation requires training or some post-secondary education before you can 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.

Always consider both a Plan A and a Plan B or perhaps additional plans when you are making career choices. Sometimes, courses are full, your marks aren't quite what they need to be, or you miss an application deadline. 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 semester or a whole year. Universities typically allow you include a second choice, and now Sask. Polytechnic allows for that.

There are many resources available to help you make a plan. To help you decide what you want to do with your life, gather as much information as possible from such sources all available on the Prairie South website:

- ChatterHigh
- myBlueprint
- Handouts and resources on the Prairie South site
- Prairie South Career News
- RDIEC Career Spotlights
- Relevance Magazine

Also, check the website of your prospective post-secondary institution. Most have career planning information as well as general information about the programs of interest to you.

Some 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. Making a conscious decision to change a plan is fine, but you want to ensure that you choose to make that decision, rather than be pushed into it by choosing to not make a decision.

Read (or at least skim) the Career News every month. You will see news about numerous career and post-secondary events, scholarships, updates, etc.

- Write down three things in this month's Career News that you will investigate further.

1.

2.

3.

Read *Relevance Magazine*. Learn about the experiences of people working in a variety of occupations, find scholarships, understand labour market trends, and get an idea of about how much money you can make in a wide variety of jobs in Saskatchewan.

- Write down three things you learned from *Relevance Magazine*.

**(WEEK 6) I'M READY BUT NOT QUITE THAT READY: I WANT TO GO TO POST-SECONDARY, JUST NOT YET**

- 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 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?
- What is your plan to transition yourself from the work force to post-secondary?

### **WHERE DO I GO AND WHAT DO I TAKE?: MAKING A POST-SECONDARY CHOICE**

There are numerous ways to choose an institution. You may want to choose a program, and then decide where to take it. Or you may wish to choose a location, and then find a program that fits your needs, because you already have a place to stay. You may want to play a sport while taking a post-secondary program and decide based on the best team or sporting opportunity.

Look online to help you learn what's available--order brochures and print materials; gather information on calendars, application forms, residence, distance learning opportunities, financial assistance information, the application and admission process, locations where you can study, programs offered, and links to numerous services and information about the post-secondary institution(s). Ask lots of questions. Post-secondary institutions want you in their buildings. They have people there who can assist you with questions on everything from the application process to living in residence and everything in between.

- If you think you might want to go to a post-secondary program like a technical school or university, write down three questions you have for someone such as the program or department head about the program you're interested in taking.

**IT'S NOT JUST ABOUT FREE PENS AND CANDY: LEARN LOTS AT THE CAREER FAIR**

Attend a career fair or two to help you decide what to take and where to take it. 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, sometimes several times during the year.

- Write down three really good questions you should ask someone at the next career fair you attend.

## **CHECK IT OUT, GRASSHOPPER: TOURS AND OPEN HOUSES**

Attending an open house or a spend-a-day is a great way to help you understand a little more about the school you are considering and the programs they offer. Many post-secondary institutions have tours and open houses throughout the year. If you are unable to attend one of these, private tours are often able if you call ahead a couple of weeks in advance. There can be some culture shock when moving from a small school a large post-secondary school. Anything that you can do to make that adjustment more comfortable such as meeting some people, touring the campus, and attending social events will assist you in making a smooth transition from your high school to the post-secondary institution of your choice. The scheduled tours and open houses are usually listed on the website of the institution, and you usually need to register for them. Check the Career News for upcoming events.

- Are you going to take part in an open house, tour, or spend-a-day at the post-secondary institution you would like to attend? If so, what day and time will this occur? Register for it.

## **SO, MATH AND SCIENCE ARE IMPORTANT YOU SAY?: POST-SECONDARY PREREQUISITES**

Some students limit their choices in the future by the subjects they 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 that you must take some of these classes after you've graduated. Often, specific classes in science and math are required for certain programs. It is much easier to take these classes when you are in high school, allowing you to keep your options open in the future. Check the Prairie South site for "Post-Secondary Prerequisites," 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, and Sask. Polytechnic. The easiest way to guarantee you can get into anything anywhere, provided you have high enough marks, is to take Precalculus 30, Biology 30, Chemistry 30, and Physics 30. No post-secondary institution requires more than that for any program.



After you look at the “Post-Secondary Prerequisites,” research the prerequisite high school classes using the website of the post-secondary institution of your choice to ensure you will have the necessary prerequisites by the end of grade 12.

- What prerequisites are required for the program(s) that interests you?

**Are you taking any modified classes?** If so, this can make you ineligible for many, if not all programs in some universities. As well, modified classes may make you ineligible for many Sask. Polytech and other technical programs. Carefully check the requirements of the post-secondary institution of your choice to find out whether you can take certain programs if you are taking any modified classes. If you have modified classes, you may be unable to complete an apprenticeship in the 50 or so apprenticeship trades in Saskatchewan. Any classes called alternate generally make students ineligible for all post-secondary programs in all institutions.

- List any modified classes you are taking, if applicable. These are 11, 21, and 31 (not 10, 20, and 30, which are the regular credits). Typically, modified credits are ELA, History/Social, Science, and Math.

**I LOVE GREY'S ANATOMY!: THINK YOU WANT TO BE A REGISTERED NURSE?**

Registered nursing programs in Saskatchewan require a little extra explanation. Two different programs exist, U of S and U of R/Sask. Polytechnic. Although the result is the same, a registered nursing degree, one is direct entry, and one is non-direct entry and can be more difficult to get into. Read **APPENDIX 12**, titled “Registered Nursing Programs in Saskatchewan” to learn more.

**DO I REALLY NEED 24 OF THEM?: TRACK THOSE CREDITS**

Use **APPENDIX 13**, titled “High School Credit Tracking” (also on the Career Development section of the Prairie South website) so that you can see what you have done and what you still need to take to graduate. You can also use myBlueprint to track your credits. Note: Check with your principal or admin assistant to see if the school already has one in place for you.

**I’VE TAKEN THE RIGHT CREDITS, AND NOW YOU TELL ME MY MARKS HAVE TO BE GOOD?: POST-SECONDARY ADMISSION REQUIREMENTS**

Admission requirements differ from one institution to the next. Some require a minimum 70% average for entry into all their programs. Carefully check with the post-secondary institution(s) you might wish to attend to see what their entrance averages are. Many university admission processes are based entirely on high school marks. Between the opening date and the closing date, they will start with anyone who has a 100% average, then 99%, 98%, etc. down until all the seats in that program are filled. This is called ranking-based admission. U of R/Sask. Polytechnic nursing, U of S Kinesiology and Education are examples. This means the minimum requirement is much lower than the actual cut-off mark. The cut-off mark is the actual lowest average that was allowed into a particular program.

- What average must you have to get into the program(s) that interests you?

- What high school classes are used in the calculation of that average?

### **(WEEK 7) MISSED IT BY THAT MUCH: WHAT IF YOU DON'T MEET THE ADMISSION REQUIREMENTS?**

If you don't have the marks to get in, consider an alternate plan. Upgrading is possible for students whose marks are not high enough. Your principal has information on summer school and online options to allow you to improve your marks or take an extra class. Admission requirements rarely consider all subjects. Common courses included are 30 level ELA, one or two Sciences 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 certain classes, and sometimes the required mark must be required in each of a certain number of classes.

If you don't believe you meet the requirements for certain programs in Saskatchewan or Canada, there may be alternatives available in some schools (private, state, or junior colleges) in the United States where the high school requirements are not quite as high.

### **WANT TO IMPROVE YOUR MARKS?: THERE ARE THREE THINGS I CAN DO TO GET BETTER MARKS YOU SAY?**

If you'd like to get better marks, there are at least four things you can do to improve them. The four areas where students in post-secondary often have trouble, particularly in their first year are breaking down large tasks, time management, reading effectively and efficiently, and test anxiety. Not coincidentally, these are the areas where students also have trouble in high school. Read **APPENDIX 14**, "Keys to High School and Post-Secondary Success" and go to the document on Prairie South website to open the hyperlinks. Read

the information, learn the techniques, and then practice the techniques in grade 11 and 12 so they become automatic. These techniques will improve your high school marks and prepare you for using the techniques if you go on to any post-secondary program. If you learn and practice them in grade 11 and 12, you will find it much easier to learn as opposed to trying to learn these in your first year of post-secondary.

### **I LOVE SCHOOL SO MUCH I WANT TO GO FOR 5-10 MORE YEARS: WHAT ARE THESE NON-DIRECT ENTRY PROGRAMS?**

If you are interested in non-direct entry programs like medicine, physical therapy, law, dentistry, pharmacy, veterinary medicine, and others, you will need to finish anywhere from one to four years of university BEFORE you can apply to those programs. Then you must do several more years of university. The most important thing is to ASSUME YOU WILL NOT get into the program. Maybe your marks aren't quite high enough or you didn't do well enough in an interview. You must learn to be content with your backup plan. If you have a year of university or a degree, it must be something that you will be happy doing, a good second choice. In some cases, it doesn't necessarily matter what your first university courses are as long as you take the required pre-requisites. For example, you can get a degree in music or accounting before applying to medicine or physical therapy. **APPENDIX 15**, "Non-Direct Entry Programs" has more details.

### **SAY WHAT? YOU MEAN I HAVE TO APPLY ON TIME?: APPLICATION PROCESSES AND DEADLINES**

Carefully check application deadlines. They may 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 around Christmas. 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 the website of the institution. Other institutions require you apply by December 1, particularly if your marks are over 95% and you are eligible for large scholarships.

Some universities such as the U of S, use two different kinds of admission processes. At the U of S, Kinesiology and Education use a ranking-based admission. See a couple pages back on admission requirements. This means applicants are ranked based on their admission average. If there are 200 seats in the program, they will choose the people with the highest marks, and go down

the list of applicants and when the 200<sup>th</sup> seat is filled, that's it. The lowest mark accepted might be 84% or 88%.

All other programs at the U of S use the process of rolling admission except Kinesiology and Education. This means that applicants who apply early with a lower average may be admitted in place of someone who applies late with a higher average. In those cases, you should apply and get your transcript request in early. If your marks aren't quite good enough, you may get in ahead of those who wait but maybe have better marks than you do.

- What is the deadline for the program you're interested in taking?

Saskatchewan Polytechnic and other technical schools and colleges often use two types of admission processes. The first is called Competitive (based entirely on marks similar to some universities). Nursing, practical nursing, medical laboratory technology, and medical radiologic technology are programs that are always competitive and entirely based on marks. Applications are usually accepted from October 1 to February 15. Other programs such as dental hygiene are also classified as competitive, but applications require two phases. You usually apply between October 1 and February 15. Requirements are first based on marks (phase 1), and if they are high enough, you go on to phase 2, which usually involves a career investigation (some internet research and some extra application work).

The second and most common application process at Saskatchewan Polytechnic is referred to as First Qualified-First Admitted (FQFA). This is first come, first served when you meet the minimum requirements, which means you may be able to apply while as early as grade 10 or 11 or **on September 1** of your grade 12 year. Thus, the sooner you apply, the better. In these cases, the student who applies earliest gets in, not necessarily the one with the highest marks. At Sask. Polytechnic, if you are waitlisted for an FQFA program, you can reapply the following year, and you keep your original date of application, so you will quite likely get in the following year. See **APPENDIX 16**, "Sask. Polytechnic Admissions Explained" to learn about FQFA and the waitlist processes.

- Go to the Sask. Poly (or other technical school) website. What FQFA program(s) interests you?

- If you think you want to apply for a Sask. Polytech (or similar technical school) FQFA program, choose a date, put a reminder in your phone to apply. If it allows you to apply while you're still in grade 10 or 11, write down the date you will apply. Better yet, just do it now if the option is available. Borrow a credit card, and pay back the lender.
- If the FQFA program requires a grade 12, you may need to apply as soon as it opens on Sept. 1 each year. If you want to get close to guaranteeing a spot in the fall immediately after grade 12, you will want to stay up past midnight on Aug. 31, and apply shortly after 12:01 am on Sept. 1. If this applies to you, set a reminder in your phone to apply early on Sept. 1.

Take note of certain opportunities for target groups when you apply. For instance, sometimes seats are saved for students from Saskatchewan, people with disabilities, females, visible minorities, etc. You can sometimes self-identify on the application form, or you may need written proof of things such as Treaty or Metis status. If you are First Nations or Metis, and you don't have paperwork to demonstrate proof of that, you need to acquire that documentation. Speak to your Metis Local or your First Nation as soon as to begin that process, as it may take a long time. The New Southern Plains Metis Local in Moose Jaw can help you with Metis citizenship applications. Look them up.

Even though it will cost between \$50 and \$150 when you apply, in some cases, it is often wise to apply to at least two post-secondary institutions. It's a bit of money up front, but when you consider it against how much it is going to cost to finish a degree, diploma or certificate, it's a wise investment. The second application may be your Plan B mentioned earlier. Some places offer half-price applications during certain times of the year. Some also offer an admissions-on-the-spot opportunities, often during an open house, where you will receive confirmation within a few hours that you have been conditionally accepted into university.

- How much is the application fee for the program you'd like to take?

Have a look at **APPENDIX 17**, “Grade 12 Post-Secondary Timeline” to get a quick look at a monthly guide of the dates things typically occur each year.

### **SO, I NEED TO PROVE THAT I PASSED THOSE CLASSES? HOW TO ORDER HIGH SCHOOL TRANSCRIPTS**

When you apply to the post-secondary institution of your choice, the admissions people need to know your marks. You may be able get your marks to them a couple of different ways. Most post-secondary institutions will accept a copy of your transcript printed off at the school and signed by your principal. This can be used for admission purposes when you first apply, but it is not a final, official transcript. If you are accepted, it will likely be called conditional acceptance, which means that if your marks are maintained at a certain level and continue to meet their requirements, you will be accepted. Eventually, the post-secondary institution will require you to complete a MyCreds transcript request form online. Following is the procedures for ordering your transcripts using MyCreds.

#### **MyCreds TRANSCRIPT REQUEST PROCESS**

There is set of step-by-step instructions on the U of R site. To get the link to that site, go to the Career News. It is highlighted in yellow on the first page. Follow those instructions. You don’t have to attend the U of R to use the site. Following those instructions will ensure that you pay the minimum required, and that your transcript goes from the Ministry of Education to the post-secondary institution(s) you want to receive your transcript. A new transcript will be sent every time there is another class added to it. This will happen after final exams in January and June.

- When you find the MyCreds transcript request form online, write down the date you made the request to send it or when it has been sent. In the event that the post-secondary institution doesn’t receive your transcript from the Ministry, keep track of the receipt on your credit card so that you can prove you’ve made the request.

Note that forgetting to order transcripts is one of the things that MANY students forget to do or don't bother doing, and it drives the people in admissions crazy to have to nag students repeatedly to get them ordered. They can't accept you into their institution unless you have arranged to have your transcript sent to them.

### **(WEEK 8) I'M SO EXCITED TO ATTEND POST-SECONDARY, I WANT TO START EARLY: POST-SECONDARY CLASSES IN HIGH SCHOOL**

Some universities or technical schools allow you to take one or more university classes while you are still in grade 11 or 12. Check the website of the specific institution or contact the recruiter for your school for more information. Generally, you can take English, Psychology, Business, Anthropology, Indigenous Studies, and other first-year classes when you're still in high school. This allows you to get a bit of an understanding of post-secondary requirements and expectations of instructors and professors, and it allows you to take one class out of your first year to permit you to have an open spot in your schedule in a particularly heavy semester. As well, some institutions will give you credit for a high school class at the same time as you take a post-secondary class. That's called dual credit. The Career Newsletter will have up to date information for specific opportunities.

### **COUCH SURFING FOR A YEAR AIN'T COOL BRO. WHERE YOU GOING TO CRASH?: LIVING ARRANGEMENTS**

If you are attending a post-secondary program in person (not completely online), your options are residence, with family, or a rental apartment or house, alone or with roommates. Figure out the 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 get a meal plan, you can save yourself commuting time, and there can be a 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, particularly in the first year after grade 12. **APPENDIX 18**, "To Rez or Not To Rez" explains the benefits and drawbacks of living in residence.



If you plan to live in residence, apply online and early, preferably some time between September and December the year before you attend your chosen post-secondary institution. Most of the time, you must apply for the school before you can apply for residence. You will usually need a student number before you apply for residence, and you need to apply for school to receive a student number. Residences can offer different types of situations from single occupancy rooms to apartment-style accommodations where you will live with several others. Look online, and you will 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.

Some places like the U of R offer a special program called Living Learning Communities (LLCs) where students taking similar programs are placed on the same floor residence to give you the chance to meet people and create friendships with like-minded people in university. You will be able to create a supportive network of peers. There are planned activities and events throughout the year to promote personal and social development.

None of the four Saskatchewan Polytechnic campuses has a residence option for students, except Prince Albert. However, if you are a Saskatchewan Polytechnic student at the campus in Regina, you can apply to live in residence at Luther College on the U of R campus, for example. In Saskatoon, you can stay in residence at Mohyla Institute, College and Wiggins Residence, or St. Andrew's Residence if you are not a U of S student or if you are a U of S student and couldn't get into residence.

- Would you like to live on campus in residence or off campus (apartment/house)?
- If you want to live off campus, do you want to live in an apartment, or house?

- Do you want to live alone or with roommates?
- Research and write down the costs of your choice per semester or year.

Housing and rental costs are always increasing, so finding an affordable apartment or house can be difficult in some cities. Plan well in advance when you are securing accommodations, some time between September and December of the year before you plan on attending the post-secondary institution. Depending on the rental market, you may have to sign a lease or pay rent for a year even though you are only in school for eight months. Most post-secondary websites provide information to help you find an apartment or house. Kijiji and similar websites are great places to search for housing. Student unions at the post-secondary institution may also be helpful.

If you live off campus, or you live on campus and you have a vehicle, you may need to buy a parking pass. There is typically a limited number of them available, and they are usually sold on a first come, first served basis online.

- How much is a parking pass at the school you wish to attend?

### **MOM, CAN I LIVE IN YOUR BASEMENT FOR AWHILE? I PROMISE I'LL TAKE CLASSES.** **ONLINE LEARNING OPTIONS**

Learning online can be a good thing for those who are good at learning independently. There are financial 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. Some universities grant entire degrees without you ever setting foot on campus. Athabasca University is one of the more popular universities to offer all courses via distance learning.

- Do you want to take classes online, or would you prefer to be on campus with an instructor at the front of the room?
- If you want to take classes online, where would you like to enrol? Write down where, and then research whether that institution has the online offerings you want.

### **I DON'T WANT TO STAY HOME, BUT I DON'T WANT TO GO FAR AWAY: ALTERNATE CAMPUSES AND REGIONAL COLLEGES**

There are other options such as alternate campuses like the various regional colleges, which offer many university and Saskatchewan Polytechnic programs. St. Peter's College which is a second U of S campus, offers all first and some second-year courses at its small campus near Humboldt at Muenster. Class sizes are much smaller and you're eligible for U of S and St. Peter's scholarships. Also, there are distance learning programs specific to certain post-secondary institutions. As well, you can take first year university and first year or full Sask. Polytech programs in many of the regional colleges in the province such as Great Plains College in Swift Current, Southeast College in Weyburn and Estevan, among other places in the province. Benefits to regional colleges include smaller class sizes, potentially closer to home, potentially lower tuition for the same program, the programs typically don't fill as quickly as Sask. Poly especially, and the scholarships can be better at some colleges.

- Is the program you wish to take offered by regional college? If so, have you decided to take advantage of the scholarships, individual academic advising and other benefits of this regional college?

### **A SCHOOL WITHIN A SCHOOL: FEDERATED COLLEGES**

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, and they 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. The benefits of registering with a federated college include potential additional scholarships, additional centralized services, one-on-one academic advising, 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. The federated college programs are somewhat limited, usually to liberal arts—history, geography, philosophy, psychology, and the like.

- Is the program you wish to take offered by a federated college? If so, have you decided to take advantage of the scholarships, individual academic advising and other benefits of this federated college?

### **GET YOUR PICK OF THE LITTER: REGISTRATION FOR UNIVERSITY CLASSES**

Academic advisors from the post-secondary institution are usually the best people to help you with the registration processes when you choose the classes you will take. They know the specifics of their institution. It is important to contact 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. You can often talk to an advisor prior to submitting your application and certainly before you choose classes. After you have spoken with an academic advisor, you should attend a course registration workshop. This will help you to understand the process you need to follow to register for classes. Then usually in May or June, you will sit down at the computer to actually choose and register for the classes you'll take in your first semester or year.

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 on the institution's website. However, Plan B might not be listed. If the classes are full or not offered in a particular semester, you will need an alternate plan, and an academic advisor is the best person to inform 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 most certainly can seek different advice. It is often wise to write down the names of people who give you advice in the institution. You have proof of who advised you if a problem develops.

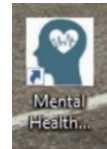
- Do you have contact information for the person for that particular institution or for the admissions department so that you can schedule a meeting with someone to help you with choosing classes?
- When is the next course registration workshop for you?

### **(WEEK 9) YOU'RE IN SCHOOL, BUT IT'S REALLY HARD: DEALING WITH ACADEMIC DIFFICULTIES**

Most post-secondary institutions have orientations for first year students where both students and parents can learn more about the courses and programs and services offered such as tutoring for writing, math, science, learning assistance, peer assisted learning, and study groups. There are also non-academic programs, courses, and workshops about which you might not know that are often helpful for first-year students like time management, budgeting, career planning, and more. You can also refer to **APPENDIX 13**, "Keys to High School and Post-Secondary Success" to learn techniques to help you keep up your marks. Some institutions have Learning Communities where students get together in study groups led by second or third-year students who have taken that class in the past.

## **MENTAL HEALTH AND OTHER LEARNING DISABILITIES**

Many students deal with anxiety, depression, ADHD, and other mental health issues. There is help for this as well. On all Prairie South desktops, there is mental health wellness icon. Use this to get help with mental health issues. There is also help if you are in a post-secondary institution. Many diagnosed mental health issues are all considered learning disabilities and entitle you to many kinds of help. Tutoring, separate rooms for exams, readers, scribes, technology to enhance learning are just some of the types of help. Other learning disabilities for which help is given can include auditory processing, dyslexia, dysgraphia, dyscalculia, and others. You must inform people at the institution you attend of your diagnosis before you start at that school. Type “accessibility” or “accommodations” in the search feature of your proposed school’s website. Every edition of the Career News has links for Sask. Polytech, U of S, and U of R accessibility sites. Lots of help is available to those who ask. If you chose to attend a post-secondary institution, there are some things you can do to be successful. Check **APPENDIX 19** “Practical Tips for Post-Secondary Success” to learn how to do a great job in your first and subsequent years of post-secondary education.



- Do you know who to ask or where to go for help if you need it? Write names and contact information here.

## **SPECIFIC NEEDS**

If you need certain things to assist you in getting an education, you should discuss those needs with your student support teacher or principal, as well with 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 for exams, a scribe, a reader, a quiet room for exams, etc. 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 may want to have that done before you finish grade 12, otherwise you will likely have to pay for it at the post-secondary institution. Academic or cognitive exams are very expensive if you must pay for them yourself after you are done high school, around \$1000-2000.

Many people with anxiety and related difficulties can access help from the post-secondary institution. Sometimes, there will be assistive technology, or some of the aforementioned accommodations provided like a quiet room for exams. You will need to be persistent in making and keeping appointments with post-secondary personnel. Ask your academic advisor for help, or contact the accommodations/student help centre (different names in different institutions). Asking for help is the first step, but you will need to continue to look for help if you need it. Even if you think the problems you're having are small, ask and see what help is available. The solution may be simple, such as going to a workshop to help with test anxiety. Moving from high school to technical school or university is a big jump, and some people who thought high school was easy struggle a great deal in a post-secondary program.

- Do you have any accommodations such as those listed above? If so, make an appointment to meet with your student support teacher or principal to investigate updated academic or cognitive testing if necessary.
- List the name of the person or department at the post-secondary institution responsible for helping students make a transition out of grade 12 successful.

### **DID YOU COME FROM AWAY?: ENGLISH LANGUAGE REQUIREMENTS**

If you have not completed grades 10-12 in Canada, or not all in the English language, you may have to prove your English language ability. Tests like the CanTest, IELTS, TOEFL, or Duolingo maybe required. You will want to speak to your student support teacher and career counsellor about this in grade 11 or early in grade 12. Some of these are more expensive than others, but fortunately, Duolingo is beginning to be more accepted by post-secondary institutions. It is much cheaper than other tests, and can be done online, rather than in person in a specific location to which you must travel.

- If you're not originally from Canada, did you complete grade 10-12 here? If not, how many grades have you taken in Canada or elsewhere in English?
- If you came here from another country, do you have permanent resident (PR) status? If not, you may need to pay international tuition, which is two or three times more than domestic tuition. Apply for PR status as soon as possible, as it can take a long time to receive it.
- If you did not take all three years of high school in Canada and you do not meet the English language requirements at the place you'd like to attend, what test do you need to take, or proof do you have to have to take the post-secondary program you'd like to take?

### **WOW, IT'S COLD HERE. I'M HEADING SOUTH. ATTENDING SCHOOL IN THE UNITED STATES?**

Sometimes, the program you'd like to take or the sport you'd like to play in post-secondary isn't offered in Saskatchewan or Canada. Programs like rodeo are not common in Canada but are plentiful in the United States. If you plan to attend a post-secondary institution in the US, you may need to write one of the general aptitude tests called ACTs, SATs, or a standardized test specific to that post-secondary institution. It's usually a good idea to write these early. Search up ACT/SAT on the internet to learn about writing dates, locations, and practice tests. Writing centres are usually in Moose Jaw, Regina, and Saskatoon.

- Do you want to go to the States? What program and/or sport do you want to take? Where do you want to go?



- Do you need to write ACTs/SATs or other standardized tests? If so, have you made arrangements to write them? Write down the date(s) you plan on writing those.

Always ensure that you carefully consider what you might like to do after you are done a year or two or a full certificate, diploma, or degree in the United States. Some things are very transferrable back to Canada, and some are not. Generally, fully completed programs of study are recognized elsewhere. Partial completion often results in students taking courses over again, because the second school you attend will decide what is acceptable from the first school. This applies to moving between schools in Canada, not just from the United States.

Most private schools in the US have high tuition rates, but there isn't an increased rate for out of state students like other schools. They may not necessarily seem reasonably priced at first, but they may be a good fit for certain programs that are exceptionally difficult to get into, such as nursing and physical therapy. With scholarships, many end up being reasonably priced. Also, some of these are quite good in that they offer a 90% or better graduation rate. This is because of small class sizes, and in many cases, students get to know instructors very well, so students will be more successful than they might in larger schools.

- Is the program you want to take have a certificate/diploma/degree recognized in Canada or Saskatchewan if you want to come back here to work?
- How much is the tuition at your school of choice? Remember that tuition is often considerably higher for students from out of state or country.

## **GOING ACROSS THE POND, DARLING? STUDYING OVERSEAS**

Similar to studying in the United States, there will likely be higher tuition for students from out of the country. As well, you will want to calculate the cost of flights, residence, meals, and any other expenses when you make your budget.

Some students don't want to get a whole degree in another country. This is where study abroad options come into play. Most universities provide the chance for students to study in another country and take classes for a week or two, semester, full year, summers, or exchanges. There is a wide variety of programs that will suit most preferences. Type in the name of the university of interest along with "study abroad" in the search engine to learn more about the options. In some cases, the tuition and residence costs are no greater than they are to stay in the university in Canada. You may need to get vaccinated for certain diseases that are common in other countries, depending on where you wish to go. Make sure you arrange for those ahead of time.

## **SAY WHAT? SCHOOL IS GOING TO COST HOW MUCH?: TUITION AND OTHER COSTS**

Tuition costs vary, but typically, the total cost of being away from home for one year in Saskatchewan, including books, tuition, living expenses, and common post-secondary fees will be between \$15, 000 to \$30, 000, depending on the course you take, where you live, and your social life. Tuition costs can be higher for certain specialized courses. Some post-secondary institutions can be less expensive, but it depends on the program. Gather information and create a budget. See **APPENDIX 20**, "Budget Planning" (also on the Prairie South site) and check various post-secondary websites to receive assistance in budgeting.

- Go to a post-secondary site and find the costs of post-secondary. Complete "Budget Planning" **APPENDIX 20** or use a chart from that site or from elsewhere on the internet to create a budget so that you know about how much funding you require for your first year of school. Write down how much it will cost below.

## **SHOW ME THE MONEY: SCHOLARSHIPS, BURSARIES, AND FREE MONEY**

There are many people and organizations that want to give you money to help pay for your education. Carefully investigate scholarship possibilities. Each year, \$10 million in scholarships in Canada is never given away, because students don't apply for them. Also, although scholarships are primarily for first-year students, keep applying for more scholarships in your first and subsequent years of post-secondary education. There is substantial money available for those people as well.

### **WHERE ARE ALL THOSE SCHOLARSHIPS HIDING?**

- **At the school level:** In most schools, there are local scholarships just for students in that school. Your principal or career counselor should have more information for you.
- **At the school division level:** To apply for school division scholarships, use the application form on the Prairie South website. Apply for every scholarship for which you are eligible.
- **At your chosen post-secondary institution:** Go to the website of the post-secondary institution you wish to attend to apply for their scholarships.
- **At the provincial and national level:** Search the internet generally, as well as the last section of the Career News for scholarships.

If you are going out of province or out of country for your education, there will be Saskatchewan scholarships for which you will be no longer eligible. With most scholarships, you must attend a recognized post-secondary institution the in fall after you graduate from high school.

Post-secondary is expensive, so research many scholarships **in grade 11**. 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 the Prairie South website (April 30 deadline) that are available to you as Prairie South students. Check out more information on scholarships and loans on the Prairie South site, and read the last section of the Career News each month to receive a quick summary of several scholarships.

**(WEEK 10) I HAVE TO DO WHAT IN GRADE 11 YOU SAY? SCHOLARSHIP PREPARATION**

You can never start too early to work hard at acquiring scholarship money and searching out scholarships. Grade 11 is a great time to start getting ready to apply for scholarships. To do a great job of scholarship applications, you **MUST** do a great deal of work on scholarships **BEFORE** they are due.

To help you get started and figure out how to apply for scholarships and what you need to do in general, use other resources such as **APPENDIX 21** “Ten Scholarship Tips” and **APPENDIX 22** “Five Steps to Winning Scholarships.” These are available on the Prairie South site, as are other websites with advice on acquiring scholarships, writing resumes and cover letters, and general job searching.

Gather the things you need to have ahead of time. Starting in grade 11 by reading through numerous scholarship criteria to understand all the things necessary that you will want to have ready to go when you start applying for scholarships is an excellent idea to help you get ahead. 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 scholarships. Requirements for scholarships can all different, so read them carefully, and include all the required supporting information and documentation.

To keep track of scholarships you find, use the spreadsheet on the Prairie South website. **APPENDIX 22** “PSSD Scholarship Application Organizer” is there for you to use only as a reminder/example, because you need to use one on the website, not the paper copy. Go to the Prairie South site under Students and Scholarships. Use Save As to save it to your own profile, otherwise it will be saved to the website, and you won’t find it again.

Think of scholarship preparation and applications like preparing for a marathon. If you work hard to be ready for the marathon, you will be ready to run it. However, if you wake up one day and decide to run a full marathon (26.2 miles), it will be very difficult, probably rather painful. When you prepare well in advance for scholarships long before the applications are due, the applications will be considerably easier than if you start a few days before they are due.

You should also think of scholarships applications like going fishing. Nobody catches 100% of the fish in the lake. You may receive a small percentage of the scholarships you apply to receive. That might only be 5% or 10% of the scholarships for which you have applied. That’s more than you’d get if you applied for none. As well, to catch a fish, you actually have to go to the effort of

putting the hook in the water. They don't just jump in the boat without any effort from you. Similarly, scholarships don't just fall in your lap without any effort on your part. It can be time consuming to apply for scholarships. Thus, it is important to prepare for scholarships weeks and months before they are due.

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.

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 anyone to give you a great reference. Some scholarships are based entirely on grade 11 marks, so work hard to get your marks as high as possible, and look as early as possible.

Sign up for scholarship aggregators like Atila, Student Awards, Scholarships Canada, Scholar Tree, and Scholarships.com. They will email you when scholarships specific to what you want to do after grade 12 when you fill out the information they require. Go to the Career News for links to each of these sites.

Additional scholarship opportunities may be available for students with First Nations or Metis heritage. Check out the scholarship section of the Prairie South Career News for more information and direct links to several websites. There can also be funding directly from First Nations bands and Metis locals. Contact the office of the place where you are a member for what may be available to you.

- On the Career News or from the Prairie South site, write down three scholarships, their deadlines, and what you must do. Better yet, go to the Prairie South site, and use the Scholarship Organizer spreadsheet to help you organize the scholarships you have found.

Many post-secondary institutions will calculate your marks to your greatest financial benefit for scholarships. 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.

### **A HIGH PAYING PART-TIME JOB:**

If you consider applying and preparing to apply for scholarships as a part-time job, you might be surprised with what you receive. For example, if you spend 10 hours applying for scholarships, and you receive \$500, you are making \$50 per hour. Few part-time jobs pay that well.

### **PROCESS USED WHEN APPLYING FOR SCHOLARSHIPS:**

Start getting ready to **apply in grade 11.**

1. Sign up for Atila, Student Awards, Scholarships Canada, Scholar Tree, and Scholarships.com. They will email you with scholarships that you may be eligible to receive.
2. Work on scholarships regularly (daily or weekly).
3. Go find scholarships that you may be eligible to receive.
4. Make note of them. Put them in the Scholarship Organizer spreadsheet on the Prairie South website.
5. Sort them according to their due dates.
6. Do the work required to apply for them.
7. Complete the applications.

- Have you signed up for Atila, Student Awards, Scholarships Canada, Scholar Tree, and Scholarships.com?
  
- Have you done all those other things above?

**WHAT YOU MUST HAVE TO APPLY FOR SCHOLARSHIPS:**

There are five main things that are considered when scholarship sponsors look at your application.

- 1. What you do:** Volunteers and people who do good things for others will have the opportunity to get many scholarships. Usually, the largest number of scholarship dollars goes to students who have good, solid marks and are great citizens—community-minded leaders and people who work hard and give back. 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 and minor sports, SRC/SLC and other leadership positions in the school, as well as 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. Certificates that you have from courses you've taken such as Construction Safety Training, Saskatchewan Youth Apprenticeship, First Aid, Career Safety Education and many others are also important. Consider summer jobs such as bible camps, lifeguarding or teaching swimming lessons, any part-time work or CWEX placements. If you don't already do these things, you may have time to start. The sooner you start, the sooner you and the people around you benefit from your volunteer work.

- Make a list of some of the things you do or what you've done above. Start brainstorming here. It's usually good to write down the name of the activity and the dates/years you have done them. See examples:
  - Minor hockey: 2011-2023
  - Volunteer at John Smith Nursing Home, weekly 2021-present
  - Saskatchewan Youth Apprenticeship Certificate 2023
- Start your list here:

- If you haven't volunteered much or at all, write down three places in or near your community where you would like to volunteer.

**2. 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. Having parents who are members of certain unions, employees of particular companies, or even growing up on a farm can give you an advantage when applying for some scholarships.

- To what organizations do you or your parents belong that may provide scholarship opportunities? Write them here.

**3. 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 trades, most jobs in health, engineering, agriculture among others.

- Did you find any scholarships specific to the program you're considering taking? Write them here.



**4. Athletics, music, or other skills you have:** Canadian post-secondary institutions provide significant scholarships for athletes. Usually, these are given to students who maintain a good average in post-secondary. These are typically not listed on a website. Talk to the coach of the sport you wish to play. It is helpful to have a short video (1-3 minutes) of you competing. It is also good to start the process of applying for athletic scholarships early. Sask. Polytechnic has no athletic teams, so no athletic scholarships.

- For music scholarships, there is usually a requirement that you demonstrate your musical skills. Look into those requirements, and write them here.
- For athletic scholarships, you will need to speak to the coach of the team you wish to join. There is often no information on any website for athletic scholarships. Coaches deal with scholarships directly themselves. You will likely need to have some information about yourself (statistics, scores, and best is probably video of you playing your sport). Make an appointment to visit with a coach to discuss scholarship opportunities. Write down a brief plan for your scholarship application here.

**5. 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.

- Look at a few scholarships to see how your average is calculated and put down what is required. Also, go find the marks for these classes to see if you're eligible. Write them down here.

### **SOCIAL INSURANCE NUMBER**

Do you have a social insurance number? Don't write it down here, but you must have one when you apply to certain post-secondary institutions, for loans, and to receive some scholarships. If you don't, you can go to your local Service Canada office, or download the application form and send it in. Apply asap, because it can take some time to be completed.

### **(WEEK 11) HEY, SCHOOL IS EXPENSIVE. CAN I BORROW A FEW BUCKS?: STUDENT LOANS**

Information for Canada-Saskatchewan integrated student loans usually goes out to schools in early June. There are links on the Prairie South website to help you. Search under Students, Scholarships and Loans. Apply online for student loans. You can do an estimate using their loan estimator on their website to see whether you will be eligible for a loan. These loans consider household income (if your parents make very little money, you'll be eligible for more loan money), and the estimator will require you to submit information from your parents' tax return, tuition costs, and any financial assets you have. Read the Student Loans Handbook before you apply. It is helpful.

There are several benefits to applying for the Can-Sask. Student loans if you need to borrow money for school. First, the loans are interest free in perpetuity. Although this could change in the future, it's definitely beneficial to you. Second, some of the money you receive will be a loan and some will likely be a grant, which is free money that you don't have to pay back. As an example, you do your calculations of the cost for a year of post-secondary, and you need \$10, 000. After you do the financial assistance estimator or apply for a loan, you find Can-Sask. Student Loans will give you \$5000. Of that, you may only need to pay back \$3000 or \$4000. The rest is a grant. Then, you can go to a bank or a credit union

to get the remainder. Those institutions don't typically use a means test (how much money you or your parents make), so most student loans will be approved. If you believe you are ineligible for a Canada Saskatchewan Student Loan, you should apply anyway, because the only way to receive the free grant money is to apply for the loan. When you get to the end of the application, check off that you're applying for grants only. Depending on the current interest rate, a bank or credit union loan might provide a better interest rate than Canada-Saskatchewan student loans. 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 you have in savings, you might not be eligible for the loan.

The Saskatchewan Health Authority provides bursaries for students finishing certain medical programs in Saskatchewan. You could receive money for agreeing to complete your final clinical placement in a rural or northern area. See the scholarship section of the Prairie South site for more information.

- Calculate your overall costs for one year of post-secondary. There are websites that give you a fill-in-the-blank list of expenses (tuition, books, other expenses, residence/living expenses, food, travel, insurance, clothing, and other incidental expenses). Write that down here.
- Do you have access to other funds such as registered education savings plans (RESPs), savings, etc.? How much?
- Do you need a student loan? If so, how much do you need?
- Do the financial assistance estimator (see Prairie South website, Students, Scholarships and Loans). Are you eligible for Can-Sask. Student Loans? If so, how much?
- If you will likely receive enough, that's good. If not, make an appointment to see someone at a bank or credit union to apply for a student loan.

There are many changes that occur when you leave home and move to a post-secondary program, especially if it's for the first time away for a long period of time. Some things are difficult to figure out, while others are somewhat easier. Check out **APPENDIX 24** ("Successfully Moving From High School to Post-Secondary Life") to learn about some of the challenges you will face, particularly in your first year or few months of moving away from home for a post-secondary program.

**GRADE 11 CHECKLIST: DO THESE THINGS BETWEEN GRADE 11 AND 12 CAREER COUNSELLING SESSIONS.**

- Look at the credits you have so far. Check prerequisites required for a post-secondary program you wish to take. Sign up for classes you may be missing.
- Apply for Sask. Polytechnic First Qualified, First Admitted programs if they require a grade 10 or 11.
- If you aren't a Canadian citizen, apply for permanent resident status if needed.
- Apply for a social insurance number if you don't have one.
- Do the Ken Coleman find your passion work to help decide what you want to do.
- Use ChatterHigh and myBlueprint to help you decide what to do after grade 12.
- Read the Student Career News every month.
- Attend a career fair. Ask lots of good questions.
- Update your resume and cover letter.
- Attend open houses, spend-a-day events, career spotlight events (RDIEC website).
- Volunteer, try out a job, take a CWEX class, talk to people to help you decide what to do.

- Begin your Sask. Youth Apprenticeship if applicable.
- Research scholarships and make a list of them using the Scholarship Application Organizer spreadsheet.
- Ask questions and find answers as needed. Post-Secondary institutions have people to assist you with questions on everything.

**GRADE 12 CHECKLIST: DO THE THINGS THAT APPLY TO YOU AS SOON AS POSSIBLE**

- Apply for Sask. Poly First Qualified, First Admitted programs that require a grade 12 on Sept. 1.
- Look at the credits you have so far. Check prerequisites required for a post-secondary program you wish to take. Sign up for classes you may be missing.
- Read the Student Career News every month.
- Keep learning about yourself. Sometimes your interests change and plans between gr. 11 and 12 can change substantially. Use myBlueprint to help you.
- Attend open houses, spend-a-day events, career spotlight events (RDIEC website).
- Do some budget planning. Make a budget.
- Apply for scholarships.
- Use the Scholarship Application Organizer spreadsheet.
- Finish up your Sask. Youth Apprenticeship.
- Attend a career fair. Ask lots of good questions.
- Apply for university as early as October, as late as February (to be eligible for scholarships).

- Update your resume and cover letter.
- Arrange for SATs/ACTs (if required) if you plan on going to school in the US.
- Make transcript request to MyCreds. Check Career News (U of R link) for step-by-step instructions.
- Apply for residence or find a place to live as soon as you apply for post-secondary.
- Apply for Prairie South scholarships by about April 30 each year.
- Meet with a university academic advisor to plan your classes for the fall.
- Attend a university course registration workshop in May or June.
- Apply for Can/Sask. student loans in early June.
- If you're going into the workforce, apply for jobs and prepare for job interviews.
- Ask questions and find answers as needed. Post-Secondary institutions have people to assist you with questions on everything.