

## **Grade 11 and 12 Career Planning to Do List**

This list is designed to help you as you are starting to think about where you might be heading, after graduation. Do everything that applies to you. There are many resources available to you on the Career Development portion of the Prairie South website.

### **THINGS TO DO MOSTLY IN GRADE 11:**

- ✓ 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 and other resources on the PSSD website to discover your passion and your career interests. You may need to actually spend time to find your passion. Use the resources on the PSSD site to help you figure out your talent, passion, and mission. This will help you if you're undecided about what you want to do after grade 12. Go through "Help! What should I do after high school?" document. Use the Ken Coleman "Career Clarity Guide."
- ✓ Learn about yourself as well as information available to you. Using a tool like ChatterHigh can help you to understand more about yourself and about options for life after grade 12. Using a tool like myBlueprint can help you improve your knowledge of your interests and personality. It will provide some information about occupational choices and post-secondary requirements to be able to do that occupation. Check the instruction sheets on the PSSD site to sign up for both.
- ✓ Become familiar with the Prairie South Career Planning Resources available to you. Each school year, this section will be updated to assist you in your career planning decisions.
- ✓ Read the Career News every month. You will see news about numerous career and post-secondary events, scholarships, updates, etc.
- ✓ Read through *Relevance Magazine*. Learn about the experiences of others, search for scholarships, and understand labour market trends.
- ✓ 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. If you can't do the job, check out the Career Spotlights on the PSSD website. 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.
- ✓ 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. Check the RDIEC Career Spotlights on the PSSD site.

- ✓ Research the prerequisite high school classes you must 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. Also find out what marks are required to enter your chosen program.
- ✓ Use the credit tracking form 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.
- ✓ 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 several times during the year.
- ✓ Attend post-secondary open houses and tours 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. Check out the handout that explains the Sask Poly admissions process on the PSSD website.
- ✓ 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 the Prairie South website (May 1 deadline) that are available to you as Prairie South students. As well, check out more information on scholarships and loans on the Prairie South site.
- ✓ 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.
- ✓ Apply for a social insurance number if you don't have one. It is required for many scholarships, some post-secondary applications, and student loans.
- ✓ If you moved to Canada from another country, and you are not a permanent resident, make certain you start the process of applying for it. It can take several months to acquire permanent residence status.

- ✓ Improve your resume by using the resume generator under the “Work” section on myBlueprint. There are many courses you can take and certificates you can earn to help improve your resume. Career Safety Education, Saskatchewan Youth Apprenticeship, Young Worker Readiness Certificate, and many more courses and programs can help you expand your resume. Check the PSSD website for access to most of these or ask your teachers because they are free.
- ✓ Ask lots of questions. Post-secondary institutions 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 handout for the post-secondary schools in Saskatchewan. This includes phone numbers and email addresses for many departments at those schools.

## **THINGS TO DO MOSTLY IN GRADE 12:**

- ✓ If you are applying to a Sask Poly program that is First Qualified, First Admitted, on Sept. 1, you can apply for programs that require a grade 12. You can apply earlier for those that require a grade 10 or 11.
- ✓ Read the Student Career News every month. You will get news about numerous career and post-secondary events, scholarships, updates, etc.
- ✓ Do some budget planning. Tuition and living away from home costs are expensive. Figure out how much a year is going to cost, and make decisions based on that.
- ✓ Apply for as many scholarships as you are eligible to receive. Get the work done that is required to apply--letter with your career goals, reference letters, etc., and get it done early.
- ✓ 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 apply for Prairie South scholarships (April 30 deadline) that are available to you as a Prairie South student. As well, check out more information on scholarships and loans on the Prairie South site. Many scholarships can be found in the monthly Student Career News.
- ✓ Sign up for scholarship aggregators like Atila, Student Awards, Scholarships Canada, Scholar Tree, and Scholarships.com.
- ✓ 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 postsecondary requirements to be able to do that occupation. Check out the instruction sheet on the Prairie South site to learn how to sign up for myBlueprint. Confirm your passion.

- ✓ 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. Some have December 1 deadlines.
- ✓ If you are going to school in the United States, you may have to write standardized exams called ACT or SATs. Arrange to do this, and you can write them more than once if necessary. Search the internet for SATs or ACTs.
- ✓ 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.
- ✓ 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. Check the career section of the PSSD website for an explanation of the benefits and drawbacks of residence.
- ✓ 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. Research the kind of questions that are often asked at that kind of interview or that kind of job. Use myBlueprint to create a resume and cover letter to allow you to apply for that job.
- ✓ Attend a course registration workshop if you are going to university. These are usually in May or early June. Check monthly Student Career News for upcoming dates.
- ✓ Apply for student loans in June of your grade 12 year. Learn how to complete the application ahead of time. Apply for the grants portion, even if you're not eligible for a loan through the provincial-federal loans.
- ✓ Ask questions and find answers when needed. Post-Secondary institutions have people to assist you with questions on everything.