

LIST OF APPENDICES:

APPENDIX 1	“Help! What should I do after high school?”
APPENDIX 2	“Career Clarity Guide” (Ken Coleman)
APPENDIX 3	“Don’t Follow Your Passion (Steve Maxwell)
APPENDIX 4	“Sign Up Instructions for ChatterHigh”
APPENDIX 5	“Sign Up Instructions for myBlueprint”
APPENDIX 6	“Goal Setting”
APPENDIX 7	“An Effective Resume”
APPENDIX 8	“The Cover Letter”
APPENDIX 9	“Career Safety Education”
APPENDIX 10	“Nailing the Interview”
APPENDIX 11	“Apprenticeship Explained”
APPENDIX 12	“Registered Nursing Programs in Saskatchewan”
APPENDIX 13	“High School Credit Tracking”
APPENDIX 14	“Keys to High School and Post-Secondary Success”
APPENDIX 15	“Non-Direct Entry Programs”
APPENDIX 16	“Saskatchewan Polytechnic Admissions Explained”
APPENDIX 17	“Grade 12 Post-Secondary Timeline”
APPENDIX 18	“To Rez or Not to Rez”
APPENDIX 19	“Practical Tips for Post-Secondary Success”
APPENDIX 20	“Budget Planning”
APPENDIX 21	“Ten Scholarship Tips”
APPENDIX 22	“Five Steps to Winning Scholarships”
APPENDIX 23	“PSSD Scholarship Organizer” Spreadsheet
APPENDIX 24	“Successfully Moving From High School to Post-Secondary Life”

APPENDIX 1

HELP! WHAT SHOULD I DO AFTER HIGH SCHOOL? HOW DO I FIGURE OUT WHAT I WANT TO DO? WHAT IS MY PASSION AND HOW DO I FIND IT?

Why passion is important:

“We were all created to fill a unique role. You are needed. And you must do it. 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 people have known what their passion is for many years. Sometimes, your passion might change a little. You might have no idea what your passion is. Now is the time to find your passion and take steps towards getting to do that passion.

What passion is not:

Some people are very passionate about hobbies. However, a passion isn’t generally a hobby, at least not when we’re talking career planning. You’re going to spend ONE THIRD of your life at work. It should be something you enjoy. Also, passion is not skills or talents you have. You don’t necessarily have to be passionate about something you’re good at doing, nor do you need to be good (at least not now) at something about which you are passionate.

How do I find my passion?

Author, podcaster, radio personality, and career coach Ken Coleman, states that there are three basic questions you want to consider. Write down your answers. Hang on to this information.

1. **Who do I most want to help?** Be as specific as you can: underprivileged youth? students? the elderly?
2. **What problem do I most want to solve?** Be specific again. Maybe you want to help underprivileged youth apply for scholarships so they can go to post-secondary without a lot of debt. Maybe you want to help students learn math or how to play volleyball. Maybe you want to help the elderly maintain mobility.
3. **What solution do I most want to provide?** Sometimes your passion doesn’t come from a specific problem you want to solve, but from a specific solution you want to provide. In other words, you may not care what problem you’re solving as long as you get to speak to an audience, publish an article, or increase sales for an organization.

The solution, or end result, you dream about producing is a great indicator of what you’re passionate about. Here are some questions you can ask yourself to do some digging:

- What do you love to create?
- What results move you?
- What products or services excite you?

APPENDIX 1

Get very specific here and note that the answers to questions two and three can sometimes feel similar and interconnected. That's okay. Look at what you've written for answers. Start looking for patterns and themes you can tie together. For example, if you want to help underprivileged youth find scholarships for college, and you've always loved public speaking, then your solution might look like hosting seminars at local high schools. If you want to help students learn math, maybe you become a teacher and coach, or maybe you write textbooks or instruction manuals. If you want to improve mobility in the elderly, maybe you want to be a physical therapist, or use science to create a specific piece of technology to help the elderly maintain mobility.

Finding your passion is not as difficult as it sounds. It all comes down to asking yourself some questions to help you notice patterns and themes in your life. These patterns and themes will usually point to people groups about whom you care deeply, problems about which you're passionate, and solutions you're capable of providing.

Once you've answered these questions and jotted down notes of any patterns you're noticing, make sure to get feedback from people you love and trust and who will speak truth to you. Many times, those around us will see passions in us of which we are not even aware.

Another way to look at things is to consider questions like these:

- *If all jobs paid the same amount of money and took the same amount of time and cost to get trained, what might you like to do?*
- *If you had \$10 million, and you didn't have to work at a job for the money, what would you wake up and do every day?*
- *What do your parents say you might do for an occupation?*
- *What job would you do for free, because you like it that much?*
- *What would an amazing day of work look like?*

If you need more help in figuring out or nailing down your passion, check out Ken Coleman's free [Career Clarity Guide](#). It's a worksheet designed to help you define your top talents, passion, and mission so you can take bold steps towards your next big opportunity. There are many other free resources and others that have a cost on his website. Free resources and articles include resume and interview guide, how to find a mentor, helping you find your purpose at work, how to start a new job, and much more.

-Adapted from Ken Coleman "How to Find Your Passion"

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APPENDIX 2

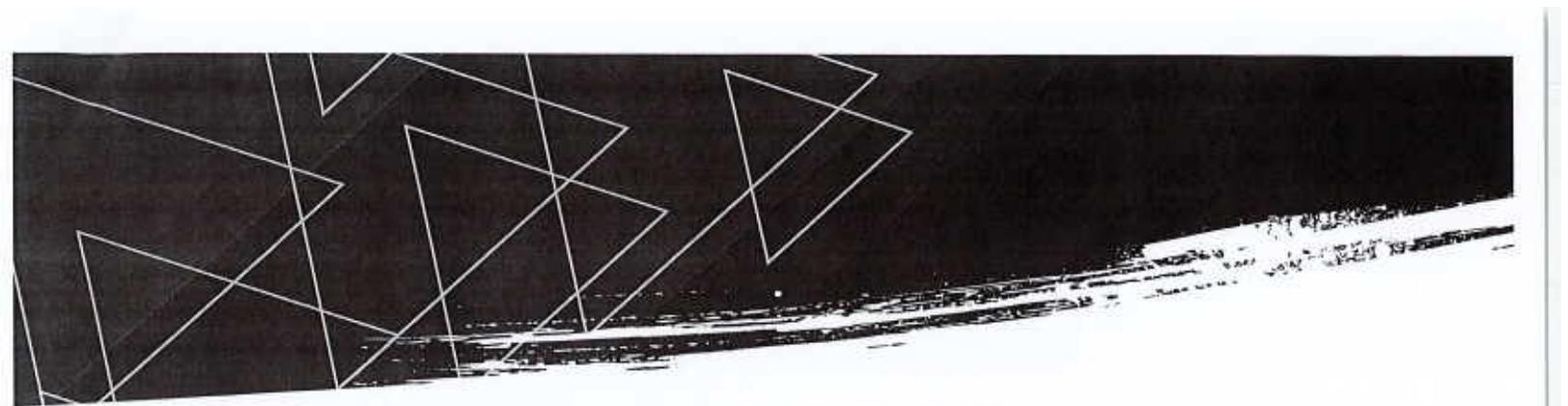
YOUR GUIDE TO

CAREER

CLARITY

Discover What You
Were Born to Do

THE
**KEN
COLEMAN**
SHOW



HERE'S THE TRUTH: In order to get hired at a job you love, you need to get clear on your talent, passion and mission. When you're clear on who you are and what you want to do, you'll be able to demonstrate confidence during the interview process and speed up your job search.

So, right now, let's take a few minutes to discover what you were born to do by helping you identify what you do best (talent), the work you love to do (passion), and the results that matter to you (mission).



This exercise will get you headed in the right direction. But if you want to go deeper, the *Get Clear Career Assessment* will give you specific, customized results. Either way, it's time to get on the path to work that matters!



LET'S GET STARTED!



TALENT

WHAT YOU DO BEST

What you do best includes your hard skills and soft skills. These should be tasks or roles that come easily to you and have been pointed out to you by others.

Examples of talent could include:

- Communicating
- Writing
- Public Speaking
- Designing
- Critical Thinking

Now's not the time to be humble—it's okay to take pride in what you do best. List your top three talents here.

WHAT DO I DO BEST? ▼

1.
2.
3.

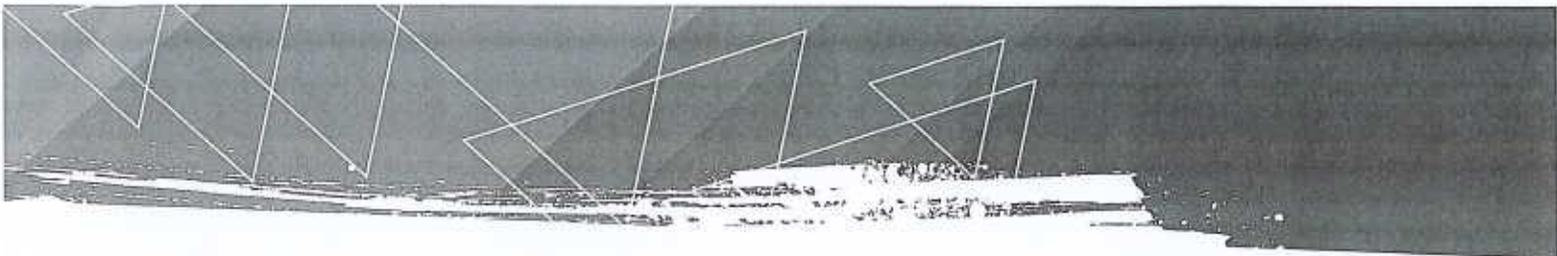
NEED HELP? ▼

If it's hard to come up with your top three talents, here are some questions to ask yourself and others who know you well:

- ▶ What subject or activities did I excel in at school?
- ▶ What has always come easily to me?
- ▶ What do others compliment me on?
- ▶ What do others ask me for help on?
- ▶ Am I good at working with people, things, processes or ideas?

WANT TO GO DEEPER? ▼

If you still need clarity, try taking the *Career Assessment*. It will do the work for you by telling you three of your top talents, other strengths you might not have considered, and how to maximize those talents by putting them into action.



PASSION WORK YOU LOVE TO DO MOST

When you do what you're passionate about, you'll be excited to go to work and feel fulfilled in your career.

It's important to note that your talent is often related to your passion. However, being good at something doesn't always mean you're passionate about it. You know it's a passion when you look forward to it, time flies when you're engaged in it, you don't mind working hard for it, and you feel proud of whatever you create or produce as a result.

Examples of passion could include:

- Counseling
- Performing
- Researching
- Selling
- Teaching

WHAT DO I LOVE TO DO MOST? ▼

1.

2.

3.

NEED HELP? ▼

If it's hard to come up with your top three passions, here are some questions to ask yourself:

- ▶ Look at your work calendar and your current job description. Do you see anything that fires you up or that you're excited to tackle?
- ▶ Is there a particular subject matter you find yourself willingly learning about at night or on the weekend?
- ▶ What are you always reading articles or books about?
- ▶ What kinds of accounts are you following on Instagram?

WANT TO GO DEEPER? ▼

The *Career Assessment* will do a deep dive into your top three passions and give you examples of work you might love to do. You'll also get some important clues about the passion pitfalls to stay away from!



MISSION

RESULTS THAT MATTER DEEPLY TO YOU

It's important to know what contribution you want to make in this world—the results that matter to you. This is your mission, and it's the driving force that propels you forward. To determine your mission, ask yourself: Who are the people I want to help? What problem do they have? And what is the solution to their problem that fires me up?

Examples of mission could include:

- Efficiency
- Achievement
- Solution
- Creation
- Service

WHAT RESULTS MATTER THE MOST TO ME? ▼

1.

2.

3.

NEED HELP? ▼

If it's hard to identify which results matter most to you, here are some more questions that will connect your heart and your head:

- ▶ What headlines or stories bring about great emotion in you and make you want to engage?
- ▶ What causes, charities or organizations do you volunteer with or donate to?
- ▶ Think of your favorite movie, then the character you would play in that movie. Ask yourself why you connect with that character—chances are, your answer will reveal the types of missions that resonate with you.

WANT TO GO DEEPER? ▼

The *Career Assessment* will get specific about your top mission, as well as other missions you connect with. You'll learn more details about the types of results that bring you a sense of significance and the mission missteps to avoid!

CONGRATULATIONS!

You've begun the work of figuring out what you were put on Earth to do. You were created to fill a unique role, which means you are needed and you must do it—and you're already on your way there!



To take this discovery process further, check out the *Get Clear Career Assessment*. Not only will it help you get more specific about your talent, passion and mission, but it will help you put all three together into a purpose statement and find the career fields that are the best match for you.

Don't give up, because the world needs what you have to offer. Press on!

[Get the Assessment](#)

Don't Follow Your Passion

Adapted from a letter from Steve Maxwell to his nephew: Don't Follow Your Passion:

I was talking to Grandpa and Grandma a few days ago and they tell me you're not pursuing the carpentry training you began. That got me thinking about some suggestions I can offer you on identifying a worthwhile career and making it happen. Perhaps you've thought of these things before, but I wouldn't want to leave it up to chance. Careers are too important for chance. So here are some things I've found to be true about work, life and careers.

1. Don't Follow Your Passion

One of the worst pieces of career advice that young people often get is "follow your passion" or "follow your dreams". I used to believe this, but in my experience, this is completely wrong because it puts you in a position of following your feelings. Feelings are never consistent enough to build a career on. More reliable career advice is to follow the opportunities the economy offers. In terms of a career, "opportunities" are those things the world pays good money for. This leads to my second point, but watch the video below first. It's wise and true: (Search Mike Rowe: Don't Follow Your Passion—5:19)

2. Don't Train for Work That Makes Less Than \$40 Per Hour

This eliminates a lot of fields you'll find training for at universities and colleges. The main purpose of a job is to support the life of human beings, and ideally to support a complete family without a second income. Home life is important enough that one person should be focussed on it exclusively. You need to earn at least \$40 per hour (that's \$80,000 a year) to do this in Canada. More is better. It always amazes me how many young people invest years of their lives and tens of thousands of dollars pursuing a job that only earns them what they could have earned without that training (or perhaps a bit more, i.e. \$20 per hour). In my experience no career is worth post-secondary education unless it has the potential to earn at least \$80,000 per year. One huge reason for family breakup happens when both adults are working flat out outside the home, living frazzled lives, hardly at home, kids growing up without direction, and still there's not quite enough money. One adult earning all the money for the family is something to shoot for, and don't believe the lie that says every household needs two incomes these days. If one income is not sufficient, then it's time to prepare yourself to deliver more value to the world so that your single income grows to be sufficient. Any normal adult can earn enough to hit the \$80,000 per year threshold if they prepare themselves properly and work at least 40 hours each week. Don't settle for less. One of the reasons the buying power of a full-time wage is substantially lower than when I was a boy is because too many people agree to work for less money than they need to earn.

3. Consider a Heavy Equipment Career

This is just one suggestion out of a universe of options, but it's worth looking at. There are construction unions you can join in your area that will pay you while you learn as an apprentice. Your cousin Joseph (Steve's son) looked into this and found some very attractive opportunities in your area of southern Ontario. One heavy equipment union, for instance, will train you in a 16-week program after which you can earn big money running excavators, backhoes and bulldozers. Air-conditioned cabs, union benefits, safe working conditions and lots of work. What could be better than that? Fully trained, unionized heavy equipment operators earn \$60 per hour regular wages in your area, and \$90 per hour overtime (which there's usually lots of, at least where you live in southern Ontario). Even at "just" \$60 per hour x 40-hour weeks, this works out to \$2400 a week or \$120,000 per year. That's an income you can build a family on.

4. Don't Expect to Love Your Work (At Least Not All the Time)

Almost all work in the economy is something no one wants to do for free. That's why people offer money – “compensation” it's called – to those who do the work. Rather than ask “what would I like to do”, ask “what hard ships and hassles am I most willing to put up with in my career”. Every job is painful, and many jobs are very painful all the time. Look around for the least painful opportunities, then follow those opportunities. If you've started in the correct field, a field with sufficient financial potential, don't quit. The whole purpose of paying money to people who work is because the work itself isn't payment enough. Don't expect it to be.

The whole career thing has been made far more complicated than it needs to be for young people. The path to success is simple:

- Choose an area where the world pays at least \$40 per hour to top people. This is a minimum. Don't bother training for anything that pays less at the top end. More is better.
- Get the best training possible for that work. You need to have a financially valuable skill that most people don't have. No special skills means no worthwhile work and insufficient money.
- Don't expect to find work you love. You may like your work (or even love it sometimes), but feelings come and feelings go. You can't build a career on feelings.
- Work hard and long, especially for your first 10 years of a career. Cousin Joseph got himself his first full-time job in Austin, Texas, and he told me something I believe is true. In his own words: “If you want to build a good career and financial life, you need to work at least 10 hours a day, 6 days a week at first. It's amazing how much fun this is when you're building a career that matters to you.” Joseph is back in Canada now that his work visa ran out and he has never worked harder than he is right now with his current company. He tells me he's never been happier. Not even close.

On a related note, your cousin Joseph spent 5 years at a fancy and highly rated US university essentially cost-free. His athletic scholarship paid for almost everything, yet he'll tell you that it was pretty much a complete waste of time in terms of what he learned. Even with this university education nearly free, Joseph considers it just barely worth the time he spent getting his business degree. In my own case, I consider the four years I spent getting a degree in the 1980s to be the biggest waste of time and money of my life so far. This is why I'm suggesting you go for some kind of focussed skills training rather than just a regular, white-collar education.

Don't feel badly about not getting a white-collar education since there are many great opportunities that have nothing to do with university. A smart plumber, for instance, can earn more than a general medical doctor. When your oldest cousin, Robert, was 18, I advised him not to go to either college or university but to pursue self-directed study in his area of interest – photography and videography. Robert is now 30+ years old, he operates his own business, he has lots of work, he hires trusted colleagues to help him when work gets heavy, and he financially supports his wife (who absolutely loves her life as a stay-at-home mother and homemaker) and their daughter. All this while working at home and being a constant part of his family's life, eating meals with them three times a day. This is about as good as work gets in my experience.

Adapted from Steve Maxwell: Don't follow your passion



Getting Started

Step 1: Visit www.chatterhigh.com and click "Create Account"

Step 2: Create a log-in and enter your details. Make sure to fill in all the fields (school, grade, user type).

Step 3: Verify your account! (You can skip this step if you sign up with Google)

Step 4: Complete the Career Survey to unlock the Daily Quiz. Note: You can leave any section blank and change it later.

Step 5: If you're quizzing as part of a class, click your name in the top right corner to find and join your class.

Step 6: Start quizzing! You can answer 10 questions a day in the Daily Quiz or check out the available Mindful Modules.

Need help? email info@chatterhigh.com



Student Sign-up Instructions for myBlueprint

1. Go to www.myblueprint.ca/prairiesouth.
2. Click on **Sign-Up** at the top of the screen.
3. Select your school from the drop-down menu.
4. Click **Create Account**.
5. Select your grade level and click **Continue**.
6. Fill out form. Please **DO NOT** use your PSSD student email. Use an email that is appropriate for school use. Create a new one if needed.

Put your login information into your phone or notebook so you don't forget it.
7. Click **Create My Account**.
8. From now on you can login using the www.myblueprint.ca homepage with the email and password you provided.
9. Begin looking at the inventories in the **Who Am I** section of site. **Answer questions honestly for best results.**

This site is mobile friendly. You can use it on your phone.



Welcome

Sign up to access myBlueprint and start planning your future today.



Hello! Welcome to myBlueprint

Fill out the form below to join

Students, select your current grade below:

- Grade 7
- Grade 8
- Grade 9
- Grade 10
- Grade 11
- Grade 12

Hello! Welcome to myBlueprint

Fill out the form below to join

Email:
 Verify Email:
 Password:
 Verify Password:
 First Name:
 Last Name:
 Education # (optional):
 Birthdate (optional): / /
 Language: English French

By clicking the "Create My Account" button you agree to the terms of the User License Agreement and the Privacy Policy.



“Some people want it to happen, some wish it would happen, others make it happen.”

- Michael Jordan

Goal Setting:

Embarking on our career journey can be an overwhelming and daunting task. Not only does the range of possibilities seem vast, but the road that lay ahead appears endless. While there is no one single trail to success and happiness, there is a commonality shared by many of those who have achieved their dreams - that being the process of goal setting. The power of effective goal setting should not be underestimated, as it is a map or beacon guiding you along your career journey.

Keys to effective goal setting

- ✓ Write your goals down -- the physical act of putting pen to paper serves as the first real step toward achieving and committing to the goal.
- ✓ Write your goal out in complete detail -- the purpose of writing down our goal is to give the subconscious mind a detailed set of instructions. The greater the detail, the greater the likelihood that our mind will be able to carry out the desired goal.
- ✓ Write SMART goals -- that is, goals that are the following:
 - **S**pecific
 - **M**easurable
 - **A**chievable
 - **R**ealistic
 - **T**ime- oriented



Think of goals as long-term vision and short-term motivation.

Why goal setting?

Research has shown time and time again that goals clearly affect outcomes in 4 ways:

- I. **Choice-** Goals narrow our attention and better direct our efforts
- II. **Effort-** Goals lead to increased effort and performance
- III. **Persistence-** Individuals with clearly defined goals are more prone to persevere through setbacks.
- IV. **Cognition-** Goals assist in the both developing and changing behavior.

Remember: If you need to change a goal, don't consider it a failure, consider it a success as you had the insight to realize something was different.

"If you call failures experiments, you can put them in your resume and claim them as achievements."

- Mason Cooley

An Effective Resume

The most important product you can ever market is you. **The** resume is a marketing tool that allows you to sell your skills and abilities to a potential employer - in essence, promote yourself. Studies consistently show that a resume is initially given between 10-20 seconds before it either moves to the next step or is discarded. It is in this brief window of time that **you** must paint an appealing picture of yourself - one that the potential employer will desire to know better. Thus, it is the role of a strong resume to continue where the cover letter left off and secure an interview.

A Reference to the Reference?

The reference section of the resume is merely a formality, right? Wrong! References **can and** often are the difference between you getting **an** interview and getting the job. **The are** several vital considerations to keep in mind when putting together the reference portion of the resume.

- ✓ Choose carefully.
- ✓ Tailor to the position for which you are applying.
- ✓ Ask for permission.
- ✓ Consider asking "What type of reference **are** you willing to provide?"
- ✓ Three references are typically recommended.
- ✓ Select individuals who can attest to your skills.
- ✗ **Do** not use relatives.

Choose Wisely

While there are a number of resume formats **from** which to choose, considering your personal needs, education, and experience will help you to select the one that is best for you. Three **main** resume formats, each with their own set of pros and cons are as follows:

- ❖ Chronological
- ❖ Functional
- ❖ Combination

Keys to an Effective Resume:

- ✓ Keep it error free - one slight mistake (spelling/grammar) can result in the sudden death of a resume.
- ✓ Be visually appealing. Lots of empty space.
- ✓ Be concise - average length of a resume is 2-3 pages...however, it's page 1 that keeps them reading.
- ✓ Pay attention to details- consistent fonts and formatting.
- ✓ Use white or neutral coloured paper single sided.
- ✓ Effectively organize info- place most relevant info toward top of the document.
- ✓ Omit any info that could be taken as negative.
- ✓ Choose a resume format that best showcases your talents and skills.
- ✓ Highlight strengths and accomplishments.
- ✓ Review job postings and descriptions when writing your resume.
- ✓ Never fold it - Mail or deliver the resume in a large (flat) envelope...imagine you are delivering a precious document, because you are!

"The dictionary is the only place where success comes before work. Hard work is the price we must pay for success. I think you can accomplish anything if you're willing to pay the price."

- Vince Lombardi

The Cover Letter:

So, You Want To Hit The Real World?

There is no perfect recipe for creating a life of meaning, success, and happiness. While many choose to equip themselves with post-secondary education before striking out into the world of work, others decide to immediately thrust themselves into a school known as the workforce. Regardless of the path chosen following high school, eventually all end up seeking the thing...employment. Reliable, hardworking, trustworthy, qualified, and willing to learn are traits all employers look for in potential employees. How will you prove to a prospective boss that you have these attributes? How will you distinguish yourself from other ambitious candidates? How will YOU get the job?

The Ingredients:

- ❖ 1-Job Search- finding a great fit.
- ❖ 1-Effective Cover Letter & Resume
- ❖ 1-Fabulous Interview

Finding the right employer...let the search begin!

What do I want to do for a job? A common question asked by job seekers of all ages, but one that at times falls short. All too often, individuals on the hunt for the perfect job consider solely "what" they want to do for employment while paying little attention to "who" they want to do it for. All employers are not created equally, and therefore, one should include a close look at potential preferred employers in a well-rounded job search.

Why do I need a cover letter?

Every resume should be accompanied by a cover letter. Its purpose is to highlight the resume, introduce the employer to your skills and talents, demonstrate your ability to communicate, and spark the employer's interest to gain you an interview. Without the cover letter, your resume sits idle like a bundle of dry wood without a flame. The cover letter is that necessary spark to get the fire roaring. All great cover letters answer the employer's burning question: Why should I hire you?

Keys to the Cover Letter:

- ✓ One page only - keep your writing concise.
- ✓ Should match the resume in style and presentation (i.e.- font, paper, etc.)
- ✓ Address the letter to a specific person - find out the name/title of the hiring manager.
- ✓ The goal is to gain attention -display enthusiasm.
- ✓ Summarize what you can do for the company (i.e.- How you plan to be an essential part of their success.)
- ✓ Connect your assets to the employer's needs - do some research.
- ✓ Point out relevant work and education experience.
- ✓ Follow a standard format.
- ✓ Project confidence.
- ✓ It must be flawless with regards to spelling and grammar.
- ✓ Make certain you ask for the interview!



Career Safety Education

A leader in North America, the [Saskatchewan Safety Council](#) now offers completely free industry-focused safety training to all Saskatchewan residents between the ages 14-21. [Career Safety Education](#) provides core safety orientations online at no charge thanks to a partnership with the Saskatchewan Construction Safety Association (SCSA), Heavy Construction Safety Association of Saskatchewan (HCSAS), Saskatchewan Association for Safe Workplaces in Health (SASWH), and Energy Safety Canada.

Career Safety Education starts you on a safe path connected to the industry they are directly interested in. By beginning with high-risk industries, the aim of Career Safety Education is to reduce injuries to youth.

You can complete Career Safety Education on your own, or teachers and organizations can register entire classes for the program. All that is needed is the internet, headphones or speakers, and a valid email address.

To complete Career Safety Education, four foundation courses must be completed. They are:

- New Worker Readiness
- Workplace Hazardous Materials Information System (WHMIS 2015)
- Mental Health Wellness Resiliency
- Hearing Protection

After completing the four mandatory courses, you may choose one or more of the following courses

- Fall Protection Training
- Ground Disturbance for Saskatchewan Workers
- Respiratory Protection Training
- Retail Safety Training
- Safe Trailing
- Construction and Trades: SCOT (Saskatchewan Construction Orientation Training)
- Healthcare: WAVE (Workplace Assessment and Violence Education)
- More online courses will be added to the list as they become available (see website)

To learn more and sign up for free, visit the [Career Safety Education](#) Section of the SaskSafety website. There is information for students or parents who wish to register and take courses on your own, as well as for teachers who wish to complete these with a class.

For more information or to ask questions, please contact:

via email or by phone: 306-757-3197

"A job interview is like a rollercoaster ride - terrifying, unpredictable, and gut-wrenching - and when it finally stops, you wish you had the chance to do it over again."

- Anonymous

Nailing the Interview

Managing to get an interview is an accomplishment in itself. It is indicative of the hard work of job searching, letter writing and resume fine tuning that you have done thus far. Now it is your opportunity to shine, to show the employer truly who you are, and to get the job. It is also a time where many are gripped by anxiety as the interview provides no safety nets or barricades behind which to hide. For this reason, it is essential for the interviewee to diligently prepare for the challenge that lies ahead.



Preparing for the Interview:

- ✓ Analyze the job's requirements.
- ✓ Match your skills to the identified requirements.
- ✓ Research the employer/company.
- ✓ Construct a list of possible interview questions - traditional and behavioural.
- ✓ Practice, practice, practice - rehearse actually saying your responses to the possible interview questions you identified.
- ✓ Consider your attire. Be appropriately dressed for the job.
- ✓ Practice your etiquette (handshake, posture, appropriate language, etc.)
- ✓ Identify several well thought out questions to ask during the interview.
- ✓ Practice incorporating your portfolio into the interview.

Remember: The interviewer is looking for someone who wants the job- be professional, passionate, and sincere when answering questions.

Apprenticeship Explained

What is apprenticeship?

Apprenticeship is the process of skills training whereby the student (apprentice) receives certification through a combination of on-the-job and in-class training. Apprentices typically spend 85% of their time learning outside of the classroom in a paid position. Search Saskatchewan Apprenticeship for more info.

Saskatchewan Youth Apprenticeship program (SYA)

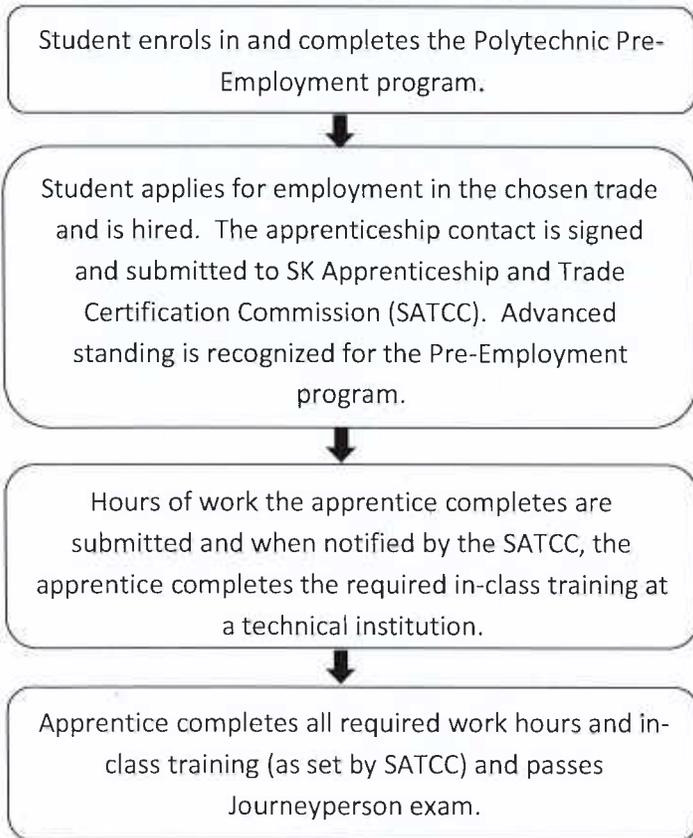
Explore the skilled trades and receive advanced standing as an apprentice. Students complete 12 challenges (assignments) to earn 300 hours of trade time credit for any apprenticeship trade. Other benefits are the waiving of registration fee (\$250), free Level I technical training tuition if applicable (\$110 per week) and the opportunity for a \$1000 scholarship. See your PAA teacher or principal to sign up.

Apprenticeship credit

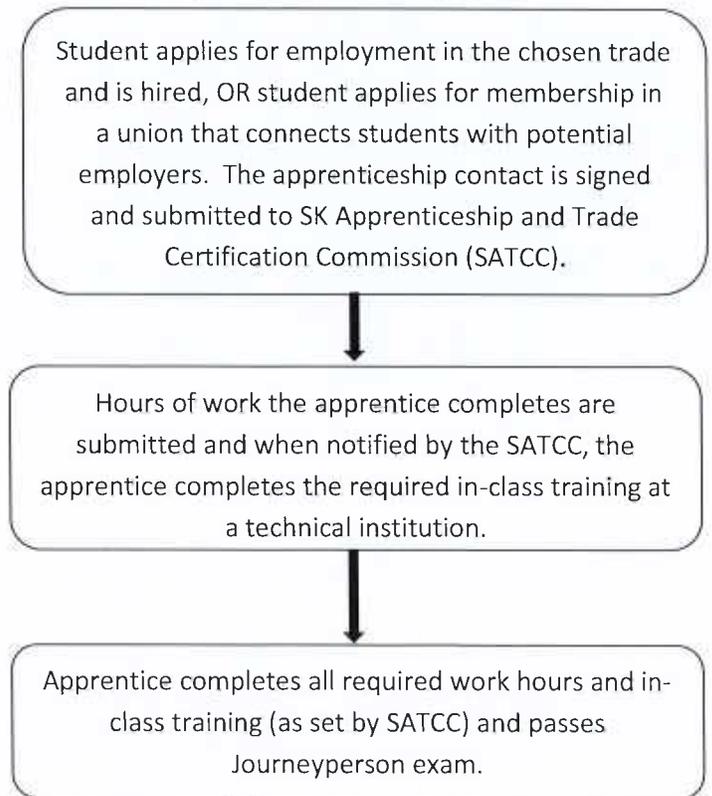
Students can obtain apprenticeship credits (Apprenticeship A20, B20, A30 & B30) provided they sign up for the program before being employed in a paid position under the supervision of a certified journeyman. Students complete 100 hours of work, which are credited towards their apprenticeship hours. Search PSSD website under Students. You can also get credit for time spent working with a journeyman using for 6A (Verification of Trade Experience) to track the time you've worked in a specific trade while in high school.

Two Paths - Same Destination

Saskatchewan Polytechnic Pre-Employment Route



Pure Apprenticeship Route



Professional Journeyman Certification

Nurses are the heart of healthcare. – Donna Wilk Cardillo

REGISTERED NURSING PROGRAMS IN SASKATCHEWAN

Two Programs

There are two primary programs for those who wish to become a registered nurse in Saskatchewan. Both options grant a degree in nursing, and both take approximately 4 years to complete.

1. **The University of Regina and Saskatchewan Polytechnic** collaboratively offer the Saskatchewan Collaborative Bachelor of Science in Nursing (SCBScN) Program.

This is a competitive entry program. The application deadline is February 15. If the program is taken in Saskatoon or Regina, there is an option to complete the degree in three years by taking classes through the spring and summer sessions. The program can be taken in:

- Regina (195 seats)
- Saskatoon (160 seats)

Grade 12 Pre-requisites:

- English Language Arts A30
- English Language Arts B30
- One of Foundations of Math 30 or Pre-Calculus 30
- Biology 30
- Chemistry 30

You must have a minimum grade of 70% in each of the above courses. Only students with the highest admission average will be selected. The final cut-off mark is usually about 87-88%, although it has recently been as low as 78%.

2. **The University of Saskatchewan** offers the Bachelor of Science in Nursing (BSN) Program. Students in this program are required to first complete a pre-professional year of arts and science courses. Then they can apply to nursing education (three years). There are over 400 seats in the three-year nursing program. The three-year nursing program, plus the one year of pre-nursing, is offered in Yorkton (20), Saskatoon (198), Prince Albert (60), Lloydminster (20), Ile-A-La-Crosse/La Ronge (50). If you don't want to move to one of those places, year one is offered in ten locations across the province, including Swift Current, Caronport, Regina, and Muenster (St. Peter's College).

Admission into nursing is based on:

- The calculated average of pre-professional classes (60% of your admission score)
- Situational Judgement (CASPer test) score (40% of your admission score)
- Completion of all other admission requirements

High school students are encouraged to apply to the U of S by February 15 for the pre-professional year of arts and science, allowing them to be eligible for the competitive awards.

Grade 12 Pre-requisites:

- English Language Arts A30
- English Language Arts B30
- One of Foundations of Math 30 or Pre-Calculus 30 (recommended)
- Biology 30
- Chemistry 30 (recommended)

Admission average will be dependent on the admitting institution. Saskatoon and Lloydminster are the most popular locations, and were filled, while the others did not fill and people with lower averages would have been accepted.

Collaborative Bachelor of Science in Nursing (SCBScN)

University of Regina and Saskatchewan Polytechnic

Direct Entry

Grade 12:
Apply to the U of R/ Saskatchewan Polytechnic SCBScN Program.
Deadline to apply is February 15.
 Admission is competitive.

Year 1 - 4
 Once accepted, students are in enrolled to complete the 4-year degree program.

Bachelor of Science in Nursing (BSN)

University of Saskatchewan

Non-Direct Entry

Grade 12:
Apply to a university/college to complete a pre-professional year of prerequisite university level courses. Admission will be dependent on the admitting institution.

Year 1: Students complete a pre-professional year and apply to the U of S College of Nursing.
Application deadline is March 31.
 Admission is competitive.

Year 2- 4
 Once accepted, students are enrolled to complete the degree program.

Registered Nurse

	Seats Available	Total Applicants	Typical Admission Average Cut-off
University of Regina/ Saskatchewan Polytechnic SCBScN	<u>355 undergrad seats</u> Regina - 195 seats (7 bilingual) Saskatoon -60 seats	915	High School 87 % (typically) Post-Secondary 70%
University of Saskatchewan BSN	<u>350 undergrad seats</u> Saskatoon – 200 seats Prince Albert - 60 seats La Ronge/Ile-a-la-Crosse - 50 seats Yorkton – 20 seats Lloydminster—20 seats	600	Depending on location, 70-75% (based on 1 st year university marks) and CASPer Test Results. (Saskatoon cutoff high; PA and LaRonge had empty seats)

APPENDIX 13

Credit Tracking



As you learn more about yourself and begin implementing your career plan, you will be able to select the courses that best suit your abilities and need. Keep your options open. It is easier to obtain course credits while in high school than after you graduate. Course options vary depending upon the resources available and the student needs at each school. To provide equitable opportunities, Prairie South Schools offers a wide variety of online courses. To graduate from high school, the Saskatchewan Ministry of Education requires students to complete the following minimum 24 credits.

English Language Arts Total- 5 credits	2 credits: <input type="checkbox"/> ELA A10 <input type="checkbox"/> ELA B10	1 credit: <input type="checkbox"/> ELA 20	2 credits: <input type="checkbox"/> ELA A30 <input type="checkbox"/> ELA B30
Mathematics Total- 2 credits (min)	1 credit: <input type="checkbox"/> Workplace & Apprenticeship Math 10 <input type="checkbox"/> Foundations of Math 10	1 credit: <input type="checkbox"/> Workplace & Apprenticeship Math 20 <input type="checkbox"/> Foundations of Math 20 <input type="checkbox"/> Pre-Calculus 20	
Science Total- 2 credits (min)	1 credit: <input type="checkbox"/> Science 10	1 credit: <input type="checkbox"/> Computer Science 20 <input type="checkbox"/> Computer Science 30 <input type="checkbox"/> Physical Science 20 <input type="checkbox"/> Biology 30 <input type="checkbox"/> Health Science 20 <input type="checkbox"/> Physics 30 <input type="checkbox"/> Environmental Science 20 <input type="checkbox"/> Chemistry 30 <input type="checkbox"/> Geology 30 <input type="checkbox"/> Earth Science 30	
Social Science Total- 3 credits (min)	1 credit: <input type="checkbox"/> History 10 <input type="checkbox"/> Native Studies 10 <input type="checkbox"/> Social Studies 10	1 credit: <input type="checkbox"/> History 30 <input type="checkbox"/> Native Studies 30 <input type="checkbox"/> Social Studies 30 1 credit: <input type="checkbox"/> History 20 <input type="checkbox"/> History 30 <input type="checkbox"/> Psychology 20 <input type="checkbox"/> Psychology 30 <input type="checkbox"/> Social Studies 20 <input type="checkbox"/> Social Studies 30 <input type="checkbox"/> Native Studies 20 <input type="checkbox"/> Native Studies 30 <input type="checkbox"/> Geography 20 <input type="checkbox"/> Geography 30 <input type="checkbox"/> Economics 20 <input type="checkbox"/> Economics 30 <input type="checkbox"/> Law 30	
Health/Physical Education Total- 1 credits (min)	1 credit: <input type="checkbox"/> Wellness 10 <input type="checkbox"/> Physical Education 20 <input type="checkbox"/> Physical Education 30		
Arts Ed/Practical & Applied Arts Total- 2 credits (min)	2 credits: Wide variety of courses (refer to http://www.curriculum.gov.sk.ca/#) <input type="checkbox"/> _____ <input type="checkbox"/> _____		
Electives Total- 9 credits (min)	9 credits: - 6 credits must be at 20 or 30 level <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____		
Minimum Credit Requirement for Each Grade:			
Grade 10 _____ (8 credits minimum)	Grade 11 _____ (Minimum 16 credits by the end of gr. 11)	Grade 12 _____ (Minimum 24 credits by the end of gr. 12)	

KEYS TO HIGH SCHOOL AND POST-SECONDARY SUCCESS

There are three things that academic advisors in post-secondary institutions wish grade 12 students knew before they left high school and what they use to help students who run into problems.

1. How to break down large tasks (i.e. reading a textbook, writing a 25-page term paper, studying for a final exam, etc.) into smaller ones.
 - [UMass--Dartmouth](#)
 - [Algonquin College](#)
 - [StudyRight](#)

 2. Time management, effective use of day timers and properly planning and scheduling your work. Most post-secondary institutions recommend that students read 3 or more hours for every hour they are in class—lectures, labs, etc.
 - [Top Universities](#)
 - [Charles Darwin University](#)

 3. How to read effectively and efficiently. Research the SQ3R method.
 - [Khan Academy](#)
 - [Virginia Tech](#)
- **S**-Survey—skim the chapter, look at pics, headings, charts, maps, get a general idea of what it's about.
 - **Q**-Question—make up some questions based on your survey.
 - **R**-Read
 - **R**-Recite—answer the questions you asked.
 - **R**-Review

Many other important topics for students are covered in both of the following websites from the U of R and U of S.

- Notetaking
- Exam preparation and writing
- Term paper writing
- Problem solving
- Learning styles
- Avoiding plagiarism
- Doing presentations
- Learning communities and study groups

Sources:

[University of Regina](#)

[University of Saskatchewan](#)

NON-DIRECT ENTRY PROGRAMS

PROGRAM	MINIMUM years of Pre-professional study required	Years in program	Total years of study
Nursing	1	3	4
Law	2	3	5
Nutrition	1	4	5
Pharmacy	2	4	6
Physical Therapy	4 (bachelor's degree)	2	6
Vet Medicine	2	4	6
Dentistry	3	4	7
Medicine	4 (bachelor's degree)	4 + 2 of post grad study	10
Chiropractic	3	4	7
Occupational Therapy	4 (bachelor's degree)	2	6
Optometry	3	4	7

Examples of Additional Requirements**NURSING REQUIREMENTS (U of S)**

- One year of university with specific classes (see U of S website)
- CASPer

MEDICINE REQUIREMENTS (U of S):

- CASPer
- Medical College Admission Test (MCAT)
- 4-year degree (must be in final year or completed degree)
- Multiple Mini Interviews (MMI)
- Reference
- Criminal Record Check/Vulnerable Sector Screening

DENISTRY PROGRAM (U of S):

Doctor of Dental Medicine (DMD)

- 4-year degree program
- Completion of at least 3 x 30 credit unit years of university with 39 cu of required courses
- Admission average calculated using the best 2 pre-Dentistry years
- Intake of 34 students annually
- Up to six Indigenous Equity Access seats available

Saskatchewan Polytechnic Admission Processes Explained



If students wish to attend Saskatchewan Polytechnic or similar technical schools, the admission process is important to understand, particularly because they can apply for some programs as early as grade 10 or 11, or Sept. 1 of their grade 12 year. It's important to apply for those programs if students are even remotely considering them, because they fill up quickly, and in some cases their marks don't matter.

A. Competitive Admissions Process:

1. Competitive programs are based entirely on marks or on marks and some other things that students must do, such as a career investigation, and other work. Currently, there are five competitive programs: Registered Nursing, Practical Nursing, Dental Hygiene, Medical Lab Technology, Combined Lab and X-Ray Technology and Medical Radiologic Technology. These programs typically take applications from Oct. 1 to Feb. 15 each year. The students with the highest marks are accepted until the seats in each program are filled.
2. Registered Nursing and Practical Nursing are based entirely on marks. The other ones have a two-phase process for admission. Phase 1 is marks. If your marks are high enough, you get into Phase 2, which requires a variety of assignments and assessments to ensure you are aware of the requirements of the program. An essay, an online test like CASPer and TakeAltus, or a questionnaire are common. Your average from Phase 1 is combined with the points assigned in the activities you completed in Phase 2. Admission is based on those combined points. Check the program page for specifics.

B: First Qualified, First Admitted (FQFA) Process:

1. FQFA means that the on the first day that you take the course(s) required for admission, you can apply and be accepted. Some examples:
 - a. Automotive Service Technician: grade 12. Just pass grade 12.
 - b. Power Engineering: foundations or pre-calculus 30 and a min. 65% overall average.
 - c. Agriculture Machinery Technician: grade 10.

As indicated, some programs have a minimum of grade 12 as a requirement and some that require a grade 11 or grade 10. In those cases, you can apply on Sept. 1 of your grade 11 year or grade 10 year, respectively. Your name would then wait in the queue until you finish grade 12. That is the best chance of getting into the program of your choice.

2. Sept. 1 of your qualifying year is the first date that you can apply for Sask Polytechnic, but you may apply at any time throughout the year. This may be beneficial, depending on when you wish to attend. If you are going to be on a waitlist, it may be good to apply as soon as you decide to attend, regardless of the time of year.
3. After you apply, you will receive a Sask Polytechnic email address. This is the ONLY way they will correspond with you. If you don't look at it, you will never know whether you are accepted.
4. If you check that email address, and you find you've been accepted, you have 30 days from the time you have been accepted to send them a seat deposit of \$600. This is not an additional cost, but a credit toward your tuition.
5. If you don't check that address, or you don't pay the \$600 seat deposit, they will give your seat away to the next person on the waitlist.

APPENDIX 16

What if you're waitlisted? How does the waitlist work?

Many programs, particularly trades, have 20-25 seats. Students in the top 5 or so on the waitlist have a reasonable chance of being accepted, but there are no guarantees. If you are well down on the waitlist (10 or more), you are not likely going to be accepted, but that is dependent on the number of seats in particular programs. Depending on the number of intakes there are per year (some programs have multiple intakes), you may have to wait a year to get in. The good thing is that you will be given the chance to reapply, and you will keep your original application date. Here is an example of how it may look.

- Martha will graduate in June of 2023. On Sept. 30, 2023, she applies for a program that begins Sept. 1, 2024. The program was filled on Sept. 15, 2023. She is #15 on the waitlist. She will likely not start Sept. 1, 2024.
- Around Oct. 1, 2024 (one month after the program start date), she will receive an email, inviting her to reapply and pay the \$80 application fee again.
- She decides to reapply on Oct. 2, 2024, which is within the 30-day reapplication timeframe. BUT, the positive for her is that she gets to keep her original date of application, (Sept. 30, 2023). She will be added in date order for the next intake of Sept 2024. Because her original application date was Sept. 30, 2023, she is ahead of all people who applied after that date. There were 14 other people ahead of her on the waitlist. Some of them will go on to do other things, and some stay on the waitlist, but usually, the chances of getting in after that year is quite good.
- If she does not reapply within the timeframe provided, her seat will be given to someone else. She won't get another chance to reapply, and her original date doesn't matter. Martha can then choose to start the process over if she missed the deadline.

RECOMMENDATION: AVOID THE WAITLIST ENTIRELY!

Sask Poly takes admissions all year round. If you are in your qualifying year (met the minimum requirements of being in grade 10, 11, or 12), you can apply any time. The benefit of applying at any time is that your application date stays with you if the class is full, and you end up on the waitlist. See below.

1. **If you are in grade 12**, apply for Sask Polytechnic programs on Sept. 1 of your grade 12 year. Waiting could result in your not being accepted in the fall of your graduation year. If there is a 5% chance you want to take a Sask Poly FQFA program, apply and figure it out later. You can always say you're not attending, but if you're too late, you need to come up with a different plan.
2. **If you are in grade 11 or 10**, and you think you want to take a Sask Polytechnic program that has a minimum requirement of grade 11 or 10, apply before grade 12. You don't have to wait until you are in grade 12, and if you wait too long, you may not be accepted in the fall after your graduation. Again, if there is a 5% chance you want to take a Sask Poly FQFA program, apply and figure it out later. You can always say you're not attending, but if you're too late, you need to come up with a different plan.
3. **Try other options.** There are seven regional colleges that offer many Sask Polytech programs. You can always check these for availability, as they don't always fill up as quickly. You may not be in your preferred location, but the chances of getting accepted may be better.

Grade 12 Post-Secondary Timeline

Saskatchewan Polytechnic, University of Regina, University of Saskatchewan



Each Month:

1. Scan those awesome Student Career News at the beginning of each month. They are loaded with useful information and important dates.
2. Search for scholarships. Set aside some time each month to work on these. You can use the PSSD Scholarship Organizer to help you keep track of the scholarships you are interested in.
3. Obtain reference letters. Don't leave this until the end of the year or when the scholarship is about to close. People need advance notice to write a comprehensive letter for you.

September:

- You can apply for First Qualified, First Admitted programs at **Saskatchewan Polytechnic** that require a grade 12. Submit a current transcript from your principal which includes all the courses you will be taking this year.
- Saskatchewan Polytechnic tours and information sessions come up throughout the year. Check their events calendar for more information.
- Check admission requirements in the programs that interest you.
- Use the Post-Secondary Contact Information handout on the PSSD website to gather phone numbers and emails of post-secondary institutions around Saskatchewan.
- September 22** - U of S Open House: Experience US

October:

- Start applying for **Saskatchewan Polytechnic** Competitive Programs as early as **October 1st**. These will close on February 15th.
- October 15** - U of Regina Fall Open House
- October 30** (Saskatoon) and **October 31** (Regina): See Your Future Education and Career Fair: (9:45– 3:00)

November/December/January:

- Transcripts:** Apply for most post-secondary programs using a current transcript from your principal. The transcript needs to include all the courses you will be taking this year. Most institutions require a transcript sent from the Ministry of Education.
- Apply for residence or start looking for an apartment or house to rent.
- Before December 1**, apply for admission at **U of S** to be eligible for the Best and Brightest Scholarships. Actual scholarship application deadline is **December 15**.
- December 1** is the **early conditional admission** to Education and Kinesiology at the U of S. Make sure to check Requirements and Deadlines for specific program averages for admission.

IMPORTANT DEADLINES

February 15:

- Application deadline for the U of S Competitive Entrance and the Guaranteed Entrance Awards.
- Deadline to apply for Education and Kinesiology at the U of S.
- Deadline to apply for Saskatchewan Polytechnic/U of R Competitive Programs.

March 15:

- Application deadline for the U of R Competitive Entrance Awards.
- Early application deadline for all programs at the U of R.

May 1:

- Deadline for all Prairie South Scholarships with supporting documentation.
- Application deadline students taking diploma or certificate programs in Agriculture and Bioresources and Business, at the U of S.

June 1:

- Deadline to apply for Engineering at the U of S.

Aug. 15:

- Deadline to apply for Arts and Science at the U of S.
- Deadline to apply for all programs at the U of R, except Nursing (Feb. 15), and Indigenous Education (Mar. 31—intake 1, and Jun. 30—intake 2)

May:

- To help you register for the correct classes, contact a post-secondary academic advisor, **and** make an appointment for a meeting. These could be a virtual or phone meeting.
- U of S: Attend U-Start Workshop
- U of R: Attend UR Ready Workshop
- Check into the cost of your program, **and use** various budgeting tools (myBlueprint, PSSD website) to assist you in creating a budget.

June:

- Applications open for Canada-Saskatchewan Student Loans.

Reminder:

- Once you receive conditional acceptance** from the post-secondary institution to which you applied, submit a request to the Ministry of Education (Request for High School Transcripts) along with \$25 (pay online using a debit or credit card).

Check off the boxes:

- I want my transcript (s) sent as soon as possible.
- I want my transcript (s) at another time. Select one of the options below:
 - After January Exams Printed mid February)
 - After June Exams (Printed mid-July)

Note: It is a good idea to also select the “**Self**” option so that a **copy** of your transcripts will also be sent out to your home **as well**. The Ministry no longer sends you a copy of your transcript after graduation.

If you don't go after what you want, you'll never have it. If you don't ask, the answer is always no. If you don't step forward, you're always in the same place.

-Nora Roberts

“Home is a place you grow up wanting to leave and grow old wanting to get back to.”

To Rez or Not to Rez:

Sometimes the advice given to students heading off to post-secondary is that where they live is of a secondary concern, as they are there with the primary purpose of attending school. While undoubtedly the purpose of post-secondary schooling is to receive a higher level of education, a student’s choice of accommodation can greatly affect this same student’s ability to academically perform. A student’s home-life, or life outside of school, should support the student’s school-life. Excess stress, anxiety, or conflict at home can at times pervade all aspects of the post-secondary world. There is no right or wrong answer to the question of “Where should a post-secondary student reside?”, but rather it is a question of determining the right path after considering all the facts.

<i>Residence Accommodation</i>	<i>Private Accommodation</i>
<ul style="list-style-type: none"> ✓ Proximity to institution ✓ Required access to transportation ✓ Meal plan- access to food services ✓ Time management ✓ Socialization opportunities ✓ Sense of community ✓ Rental agreement aligned with school year ✓ Mentorships ✓ Sense of connection to the institution ✗ Cost (sometimes higher than private) ✗ Privacy ✗ Roommates- the unknown ✗ Size of accommodation (possibly) ✗ Independent living experience ✗ High demand- availability 	<ul style="list-style-type: none"> ✓ Cost (possibly) ✓ Independence ✓ Choice of Roommates ✓ Meal selection ✓ Sense of work and home separation ✓ More decision-making opportunities ✗ Transportation (parking or bus) ✗ Time management ✗ Rental agreements often not aligned with the school calendar ✗ More difficult to engage in socialization and networking ✗ Social supports ✗ Lack sense of connection to the institution ✗ High demand- availability

BE TRUE TO SELF

- Do I want to travel to school every day?
- Do I like cooking/cleaning?
- Will my classes require me to stay late at school?
- Am I outgoing? Do I make friends easily?
- Am I easy to get along with?
- Do I effectively use my time (work & personal)?
- Do I know someone with whom I’d like to live?

Search U of R Residence, U of S Residence, or whatever post-secondary institution you wish to attend and residence

Remember: Regardless of whether you choose to live in university residence or an apartment, competition can be fierce so be sure to apply or house hunt early!

PRACTICAL TIPS FOR POST-SECONDARY SUCCESS

Whether you choose to go to a technical school like Saskatchewan Polytechnic, Lakeland College, Medicine Hat College, Olds College of Agriculture and Technology, or university like the University of Saskatchewan, University of Regina, Mount Royal University, or wherever, the tips below can assist you in being successful in your chosen institution.

- Your marks will not be the same as they were in high school. Some instructors or profs never give out a 90%. Depending on where you are going and what you're taking, you can expect your marks to drop up to 20 or 25%.
- Always finish your first assignment on time. Set the tone for the semester or term. Then assignments won't pile up. If they pile up, you'll rush through them just to get them finished, and they won't be done to the best of your ability.
- It's okay to change your mind, and choose a different program. Sometimes, you just can't learn as much as is required to make a good post-secondary choice until you start the program. It is best to change relatively early (first year or so), rather than waiting until your third year, because the longer you get into a program, the more your classes will be specialized and not transfer to another program.
- Being obsessed with program requirements is a good thing. Meet an academic advisor at least yearly to ensure you're on track to graduate on time. Sometimes, a class option or elective isn't available until the following year. You may realize one major focus isn't as interesting and you need to change. See above.
- Show up, and show up on time. Most university profs don't care if you're there or not, but it doesn't help you to miss a bunch of classes. You need to be there to learn, and instructors are there to help you if you are there. You may get a bad reputation in smaller classes if you skip, because people will learn names and faces. If you do have to miss, catch up. In some cases, some instructors give participation marks, which are difficult to get if you're not in class. And remember, you're paying for this education (or someone is). You might as well be there.
- Get to know people. Exchange email addresses with people near you in class. If you miss, you can exchange notes, organize study groups, and help each other.
- Meet your instructors or profs early. Having them know your name is a good thing. They will know you're interested in doing well if you're engaged.

APPENDIX 19

- Keep life balanced. Post-secondary is just a party for some, but it's expensive to go to school. Remember why you're there. Also, you can't just never leave the school and the books and always be studying and only focus on school. Find some balance.
- Eat and sleep regularly. It may work once or twice to pull an all-nighter and not eat for a day or two, but it's not a good long-term strategy.
- Try out what you're learning. Your degree should usually lead to an occupation. Try out opportunities in post-secondary to try the practical part of your degree. That may be a job shadow, volunteer work, co-op work placement, etc.
- Buy second-hand books to save money. Search PDF version for free options. Most post-secondary bookstores, student unions, Facebook, and Kijiji give people the option to buy and sell used books.
- Loans aren't free money to spend on stuff you don't need. Carefully budget the loan money and spend it on needs, not wants. If there is extra money, save it. Little expenses pop up from time to time. Create an emergency fund for when your car breaks down, or you have some other unexpected expense.
- Write notes, but not everything the instructor or prof says. Highlight the important information, but not every word. Use help that is provided. Some instructors send you presentation slides and notes before or after a class. Do the readings ahead of time.
- Regularly check your post-secondary communication system. That is often the only way the institution communicates with you.

BUDGET PLANNING

Liabilities:

Tuition	_____
Books	_____
Student Fees	_____
Lab or Additional Fees	_____
Health Insurance	_____
Living Accommodations	_____
Utilities	_____
Food	_____
Travel	_____
Parking	_____
Vehicle maintenance, registration, insurance	_____
Clothing	_____
Recreation/Entertainment	_____
Other	_____
TOTAL	_____

Assets:

Income (summer or part-time job)	_____
Scholarships, bursaries, awards	_____
Savings	_____
Parental or other help	_____
Student or personal loans	_____
Other	_____
TOTAL	_____

There are general budgeting websites on the internet, as well as ones specific to particular universities or technical schools. Some perform all the calculations for you, and some have the university or technical school fees already in the spaces for calculation. Others will provide many of the figures to fill in the spaces above, and some will give you information on how to save money as a student. Also, you may need to make some calls to find some of the other numbers. For instance, you may need to ask a landlord or call the utility companies to find out what average monthly costs might be for rent, power, phone, internet, etc.



TEN SCHOLARSHIP TIPS

TIP 1: AVOID THE MYTH

- Many students hesitate or avoid making scholarship applications because they believe that only the most exceptional students are awarded scholarships.
- This is a myth, because although many scholarships consider academic achievement. Many also have criteria related to community and school involvement, and/or are directly connected to an area of study or membership to a certain group or organization.
- Many students feel that scholarships are too cumbersome or time consuming to tackle. Consider this. If you spend 10 hours on a scholarship application and you are awarded \$500 as a result. That works out to be \$50 per hour... not bad.

TIP 2: SEARCH FOR APPROPRIATE SCHOLARSHIPS

- Start early and research scholarships often. Ensure that you are eligible for all scholarships for which you are considering applying. Read the information thoroughly.
- Don't apply for ALL scholarships. Apply for all scholarships you are eligible to receive. If there is a requirement that you must be going into a plumbing program, don't bother if you're going into fine arts.
- If you are wondering if you are truly a candidate for a specific scholarship asks someone who knows, such as a principal, teacher, career counsellor, or the sponsor of the scholarship itself.

TIP 3: APPLY FOR THE SCHOLARSHIP

- Complete the application fully and follow all directions. Many students fail to follow directions. You can give yourself a competitive advantage by reading the directions carefully.
- Provide everything that is required, but do not supply information that is not requested. You will not impress anyone, and you might be disqualified.
- Be sure to complete the entire application. If a question does not apply, note that on the application. Do not just leave it blank.

TIP 4: NEATNESS COUNTS

- It is always best to type the application 99.99% of the time. If you must print, do so neatly and legibly.
- Proofread the entire application carefully. Nothing is less impressive than an application with misspelled words or grammatical errors. Ask a friend, teacher, or parent to proofread it as well.

APPENDIX 21

TIP 5: MANAGE TIME WISELY

- Pay attention to deadlines. Be organized enough that you can give yourself a deadline two weeks ahead of the actual scholarship deadline. This will allow you to check over everything to ensure your application is complete and represents you well.
- YOU are responsible for making sure all parts of the application arrive on time. This includes supporting materials, such as letters of recommendation and transcripts. So, make sure everyone who is contributing to your application has ample lead-time.
- DO NOT count on receiving an extension. You won't likely ever be able to hand in an application late.

TIP 6: REFERENCE LETTERS

- Many scholarships require you to submit letters of recommendation. Make these requests early, recognizing that you will receive more appropriate letters if you give whoever is writing on your behalf plenty of time.
- Where you have the option, choose your references wisely. Put thoughtful consideration into who knows your accomplishments and strengths best.
- Provide your references information about the scholarship information you would like highlighted in their letter. Give them a copy of your resume so they have documentation of your achievements in front of them when they write the letter on your behalf.

TIP 7: LETTERS OF INTENT

- Many scholarships require you to provide either an essay or a statement of why you should be selected as the recipient of the award. If the writing requested is to answer an essay question, be sure to answer the question completely. An exceptionally well-written essay that does not address the question asked will not be successful.
- Provide clear and personal examples when writing about your own experiences and tailor your essay to its audience.
- Employ clarity and structure in your essay or statement. Use paragraphs and transitions to signal a change in emphasis or ideas. Be judicious in your use of the words "I" and "you." Use proper punctuation and spelling. Avoid repetitious, trite, or meaningless phrases and unnecessary jargon. Make every word count toward overall clarity and impact. Several drafts may make a large difference in the quality of your essay.
- Find a person to review your statement or essay, especially someone with experience reading or writing statements for scholarships. Leave time for revision and consulting. Proofread your essay. Then proofread it again.

APPENDIX 21

TIP 8: CHECK, DOUBLE-CHECK, AND THEN CHECK AGAIN

- Proofread your entire application several times.
- Ask others to review and proofread your application.

TIP 9: ENSURE YOUR APPLICATION GETS WHERE IT NEEDS TO GO

- Before sending the application, make a copy of the entire packet and keep it on file. If the entire packet goes astray, you can always you can always reproduce it quickly.
- Make sure your name (and social insurance number, if applicable) appears on all pages of the application. Pieces of your application may get lost unless they are clearly identified.

TIP 10: REMEMBER, YOUR SCHOLARSHIP APPLICATION REPRESENTS YOU

- Your ability to submit a neat, timely, complete application reflects on you.
- It is the face you present to the sponsoring organization.
- Take pride in yourself by submitting the best application you can.

FIVE STEPS TO WINNING SCHOLARSHIPS (FROM ALBERTA LEARNING INFORMATION SERVICES)

- 1. SEARCH:** There are thousands of scholarships, awards, and grants available to help finance your education. Many scholarships are awarded on academic achievement. However, other awards are given for athletic involvement, leadership, community service, area of interest, and the institution you plan on attending.
 - a. Search the ALIS Scholarships website to find various scholarships and awards.
 - b. Check the post-secondary institution you plan to attend for potential scholarships.
 - c. Search online using free search tools like Studentawards.com, Scholar Tree, etc.
 - d. Talk to your parents and relatives. They may be members of a club or organization, or maybe their employer offers awards for family members.

- 2. APPLY:**
 - a. Complete the appropriate scholarship application form. Keep a copy.
 - b. Do you meet the requirements as outlined on the application?
 - c. Apply well before the deadline. Late applications are not accepted.
 - d. Keep extra letters of recommendation and transcripts on hand. This will save you time when you apply for multiple awards.
 - e. Follow-up with award sponsor before the deadline to ensure your application was received.

- 3. WRITE THE ESSAY:**
 - a. Write that essay. If an essay is a requirement, it may be the deciding factor between you getting or not getting the award.
 - b. Give yourself plenty of time. Write it, put it away for awhile, edit and proofread, repeat.
 - c. Read the instructions carefully, and seek advice from a family member, friend, etc.
 - d. Go for quality rather than quantity.
 - e. Use clear and concise language and avoid slang.
 - f. Review your essay. Read it aloud. Refine it.
 - g. Proofread. Give it to at least one other person for another look before you submit it.
 - h. Keep a copy. With a few changes, you may be able to use it for another scholarship.

- 4. GET THE MONEY:**
 - a. Make sure you meet all the condition to receive the money: full-time enrolment, maintaining residency, the institution you are attending, etc.
 - b. If you move, advise the scholarship donor of your new address.
 - c. If you are required to attend an awards ceremony, luncheon, etc., be there, be gracious, and dress appropriately.
 - d. Thank the donor when appropriate.

- 5. MAINTAIN YOUR SCHOLARSHIP POTENTIAL:**
 - a. Keep your marks, athletics, leadership, and volunteer work at an outstanding level and continue to look for scholarships as you progress through your post-secondary program.
 - b. Be positive. Believe in yourself and in your chances of winning a scholarship. It takes hard work and time, but the rewards can be well worth the effort.

SUCCESSFULLY MOVING FROM HIGH SCHOOL TO POST-SECONDARY LIFE



If you think of the change from high school to post-secondary education as a pile of rocks, or obstacles to overcome, the fewer rocks you have between you and your goal (succeeding in post-secondary), the greater are your chances of success. Here are some rocks you will face and some ideas of how to get rid of a few of these rocks to make the pile a little easier to climb.

THINGS YOU HAVE TO LEARN	HOW TO DEAL WITH THEM
Paying your own bills	You'll be doing this for the rest of your life. You have to learn how to do it some time. There is no easy solution other than to figure it out. There is help though. For example, SaskTel, SaskPower, and SaskEnergy have help lines and websites that can provide assistance.
Very difficult classes that are difficult to pass	Get into learning communities, study groups, and tutoring (free if you ask the right people). Ask your academic advisor for help.
Advocating and standing up for yourself	Some things have no solution other than you just have to do them. It's something everybody needs to learn how to do and just a good thing to learn and know.
Learning how to play the "game" of post-secondary	Time and experience: Once you are in post-secondary for a few months, you will understand a great deal of how to play the game and jump through the hoops. Some obstacles that you will face are simply changes that are unavoidable and you will just have to learn how to handle. These are obstacles that you can't remove; you just have to crawl over or get through them. Your academic advisor will be able to help you with many of these problems. As well, if you have friends or family who attended the same place before you, ask them for help.
POTENTIAL PROBLEMS	RELATIVELY SIMPLE SOLUTIONS
Moving away from home and being homesick	Move in with people you know (friends/relatives) or move into residence. Homesickness is considerably lessened or non-existent if you are in residence or with people you know.
Shopping for groceries and cooking for yourself	Get a meal plan if you're in residence. Some places offer them even if you're not in residence. If you live with people you know and can con them into cooking for you, that's great.
Your average drops from high school to post-secondary	Work hard. Manage your time well. Study efficiently and effectively. Focus on the important things. Get help with any problems you face. Post-secondary institutions offer help for nearly every problem that a student would ever have.
Tuition and costs of school are extremely expensive.	Although it's not great to go into debt, student loans are available from the provincial and federal governments, as well as wherever you bank. A lack of finances should not preclude anyone from attending a post-secondary program.