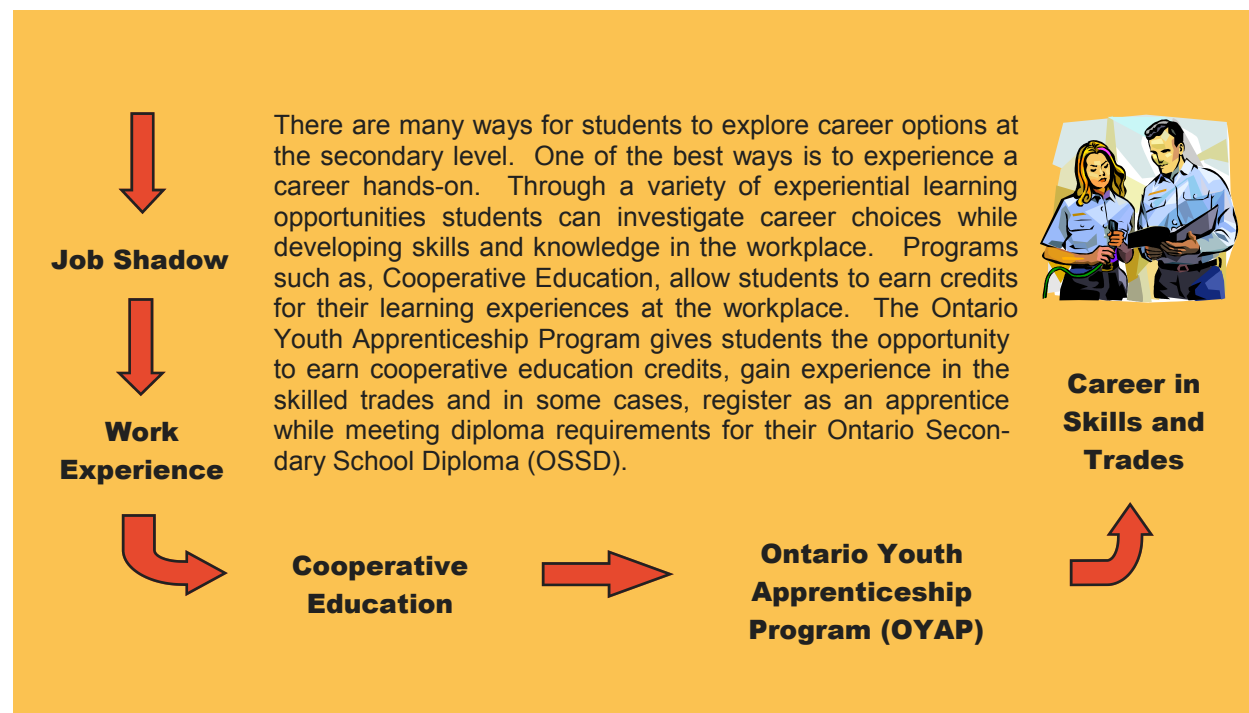


## Get [Experienced]



## Program [Pathways]



**School to work program pathways** will provide a combination of appropriate and integrated collection of courses and experiences that will prepare students for employment immediately on leaving secondary school. This type of pathway provides students with the opportunity to complete OSSD or OSSC requirements, meet the entry level requirements of a specific industry, develop employability and industry-specific skills and obtain experience in the workplace.

**School to college/university pathways** will provide a combination of appropriate and integrated collection of courses and experiences that will prepare students for further studies at a post secondary institution. This type of pathway provides students with opportunities to complete OSSD requirements.



[www.toolsthatwork.ca](http://www.toolsthatwork.ca)



# Career [Education] Guide

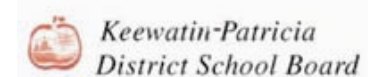
For [students] For [parents]



## CHOOSING A DESTINATION

[work] [apprenticeship] [college] [university]

Deciding whether to go to **work**, **college**, **university** or to **apprentice** upon completion of secondary school is no easy task. The number of careers to choose from are endless. However, one thing is certain – good decisions are based on good planning. Choice of destination will be influenced by students' interests and strengths, as well as, course selection and achievement. Determining the appropriate level – Applied, Academic, Essential and later, Workplace, College or University – sets the stage for future career opportunities. In all cases, the need to plan ahead, research and investigate options is essential. This guide is designed to inform students and parents about the four destinations and provide contacts and resources for future investigations.



For More Information about Tools [th]at Work  
Call [807] 223-5553 ext 4



## Frequently Asked Questions About [Work]



### Where are the jobs without a high school diploma?

The largest distribution of workers without their diplomas work in Sales and Service. Jobs such as, Supermarket Clerk, Telephone Solicitor, and Window Cleaners are just a few of the many jobs in this area. Other sectors include: Trades, Transport & Equipment Operation, Business, Finance & Administration.

### Where are the jobs with a high school diploma but no post-secondary training?

The largest distribution of workers with a high school diploma only work in Business, Finance & Administration. Types of jobs include: Court Clerks, Receptionists, Telephone Operators. Other sectors include: Sales & Service and Trades, Transport & Equipment Operation.

### How do I choose the right job?

When determining what to do, consider your goals, your skills and interests, your education and when you are available to work. Make sure you get information on the labour market and future opportunities for growth.

### What resources are available to assist me with my search?

Within the Kenora District there are Career Resource Centres at every secondary school. See list of Career Resource Centres and contact numbers below.

### What is Job Connect?

Funded by the Ontario Ministry of Training, Colleges and Universities, Job Connect provides young people, who are out of work, with the opportunity to gain skills and knowledge needed to find and keep a job. To find out more about Job Connect contact your local Career Resource Centre.

### What is cooperative education?

Cooperative education is a planned learning experience, for which credits are earned, that integrates classroom theory and learning experiences at the workplace. This is an excellent way to gain work experience and make connections out in the community.

### FOR MORE INFORMATION OR ASSISTANCE

Contact your local school:

[www.toolsthatwork.ca](http://www.toolsthatwork.ca)

Beaver Brae High School [807] 468-6401  
Dryden High School [807] 223-2316  
Ignace High School [807] 934-2212

Northern Eagle High School [807] 222-2309  
Queen Elizabeth High School [807] 737-3500  
Red Lake District High School [807] 727-2092

## For [Parents]



- Attend parent information sessions
- Learn about courses offered and diploma requirements
- Encourage your students to engage in the process of exploring career and education and training opportunities
- Review your student's Annual Education Plan regularly
- Talk to your students about the work you and other family members do
- Help your students expand their list of possibilities
- Use the web or your local Career Resource Centre to access current, accurate information
- Find out about costs and financial assistance for postsecondary education and training
- Encourage the development of a Plan "A" and a Plan "B"
- Maintain contact with your student's teachers and guidance counsellor
- Support your students in their decision-making
- Find out about ways to get involved in your son/daughter's school such as joining the school council or volunteering to take part in career days
- Have fun in the process!

## For [Employers]

[www.toolsthatwork.ca](http://www.toolsthatwork.ca)

### Ten Reasons Why Work Experience for High School Students Makes Business Sense

1. Students are the future of our economy.
2. Training students today creates a labour pool of skilled workers for tomorrow.
3. School-work initiatives are a cost-effective solution to recruiting, training and retaining young workers.
4. Work opportunities expose students to career options which they may not have considered, increasing career awareness of new and traditional industries.
5. Offering high school students work experience increases competitiveness and enhances an organization's productivity.
6. Students are a valuable resources with expertise in the latest technology and computer software.
7. Having students in the workplace provides an opportunity for employees to enhance management, team work and communication skills.
8. Mentoring students is an excellent opportunity for professional development.
9. Students bring fresh ideas, energy and enthusiasm into the workplace.
10. Being involved in school-work initiatives enhances an organization's public image and consumer loyalty.



## Career Education in Ontario [Secondary Schools]



As part of Secondary Reform, a new Guidance and Career Education policy for Grades 1 to 12 was introduced in 1999. **Choices into Action** outlines a comprehensive program for all students that begins in Grade 1 and continues through to the end of Grade 12. The program highlights three areas of learning: **student development, interpersonal development and career development**. Students will learn to make informed and appropriate choices to ensure their successful transition from elementary to secondary school and from secondary school to further education, training and work.

Students in Grades 7 to 12 will develop and maintain an Annual Education Plan which will help them **take responsibility** for their education, **make informed decisions** and **plan for their future** with the help of parents, teacher advisors and guidance counsellors. Students will learn about options, choices and the impact of their decisions on their educational and career goals. Twice a year, students will review their Annual Education Plan with their parents and their teacher adviser.

All schools offer a range of **career exploration activities** and regularly invite partners from the community to assist with these activities. These activities may include job shadowing, visits from guest speakers, volunteer work, career fairs and attendance at various education and career-related conferences.

In November of each year, Grade 9 students participate in the **Take Our Kids to Work** program, a one-day job shadowing activity designed to broaden their understanding of the work done by parents, guardians and family friends.

In Grade 10, all students will take the compulsory **Career Studies** course. The focus is not on having students decide "what they want to be" when they leave school. Instead, the focus is on learning techniques and strategies to assist them in exploring a broad range of options, determining which occupational areas might be of interest to them, the education and training required for those occupations, and how to access further opportunities.

All secondary schools have guidance counsellors who are trained to assist students in their career and educational exploration. Secondary schools also have access to a number of excellent **electronic, internet-based and print materials** on a wide variety of opportunities.

*Prepared by Phil Hedges, President Ontario School Counsellors' Association*

***Stepping Forward on the Pathway to Success: A Dream Stays a Dream Unless There's a Plan.***  
The term *pathway* refers to the choice of courses and support programs made available to students beginning as early as Grade 7. The chosen pathway will see all students successfully exit Grade 12 into the world of work, college, or university.



## Frequently Asked Questions About [Skilled Trades & Apprenticeship]



### Why choose the skilled trades?

- Advances in technology are changing the nature of work in the trades. Changing technologies are also creating more new jobs every year.
- Canada is going to have a dramatic demand for people with excellent technical skills training in the skilled trades and technologies.
- Many tradespeople today will be retiring in the next ten years leading to a shortage of skilled employees.
- Skilled tradespeople earn higher than average incomes.
- Many skilled tradespeople own their own businesses.
- 40% of new jobs will be in skilled trades and technologies in the next two decades.

### What is an apprenticeship?

- A combination of on-the-job training and classroom instruction
- 80 – 90 per cent of apprenticeship training is provided in the workplace
- 10 – 20 per cent involves classroom instruction on theory, which is usually given at a local community college, or provided through another approved training organization
- Length of the apprenticeship varies depending on the trade

### What is the Ontario Youth Apprenticeship Program?

The Ontario Youth Apprenticeship Program (OYAP) is a specialized program that enables students who are 16 years of age or older to meet secondary diploma requirements while participating in an occupation that requires apprenticeship.

### What does Trade Certification mean?

To be employed in certain skilled trades, workers must have a **Certificate of Qualification**. This certificate states that they have passed the provincial qualification exam that assesses their knowledge of their skilled trade. To write the provincial exam, applicants must prove they have experience in the trade.

[www.edu.gov.on.ca](http://www.edu.gov.on.ca)

### FOR MORE INFORMATION:

- Contact your school's guidance department.
- Contact your local Apprenticeship Office:  
Kenora Area Office, 810 Robertson Street, Suite 105, Kenora Ontario P9N 4J5
- Telephone: [807] 468-2879 Fax: [807]468-2881 or call the training hotline at 1-800-387-5656.

Visit the Ministry of Education and Training at the website for valuable apprenticeship.



## Frequently Asked Questions About [Colleges of Applied Arts & Technology]



### What kinds of programs are offered?

- Colleges offer programs in Applied Arts, Business, Health and Human Services, and Technology

### What's the job market like for graduates?

- Employment rates are approximately 93% provincially.

### How many colleges are there and where are they?

- There are 29 colleges in major cities throughout Ontario
- Note that Confederation College has campuses in Thunder Bay, Dryden, Kenora, Sioux Lookout and Fort Frances.

### What's the length of programs?

- College programs can be one, two or three years. Collaborative college/university programs are usually four years.

### What's the approximate cost for a year?

- The approximate cost for one year of study if a student moves away from home is \$10,500 (includes tuition, student fees, residence, meals, textbooks, personal costs)

### What are the admission requirements?

- Depends on the program, but generally speaking an Ontario Secondary School diploma is required with grade 12 English at the "C" or "U" level for all programs. Some programs also require senior Mathematics and Science "C", "U/C" or "U".

### How does a student apply?

- Applicants to Ontario Colleges apply through OCAS (Ontario College Application Services).
- Application forms are submitted through secondary school guidance offices.

### Are some programs more competitive than others?

- Yes, particularly in the areas of Health, Human Services, and Media.

### How are admissions decisions made?

- Usually by grades, but sometimes by questionnaire and attendance at information sessions.

### FOR MORE INFORMATION:

- Contact your school's guidance department
- Contact the colleges, or visit the website

[www.ocas.on.ca](http://www.ocas.on.ca)

## Frequently Asked Questions About [University]



### What kinds of programs are offered?

- Universities offer undergraduate degrees (i.e. BA, B.Sc., B.Comm.) professional degrees (i.e. MD, LLB) and graduate degrees (i.e. Master's and Ph.D.)

### What is the job market like for graduates?

- University graduates generally do very well upon graduation – employment rates are approximately 97% upon graduation

### What is the average length of a program?

- Most undergraduate degree programs are four years

### What is the approximate cost for a year?

- The approximate cost for one year of study if a student moves away from home is \$13,500 (includes tuition, student fees, residence, meals, textbooks, personal costs)

### What are the admission requirements?

- The basic requirement for admission under the new curriculum is 6 'U' or 'U/C' ('M') courses; most programs have specific subject requirements; some universities require a minimum number of 'U' type courses

### How does a student apply?

- Students apply to all universities in Ontario through the Ontario Universities' Application Centre (except Royal Military College); application is done through high school guidance/student services offices in late November

### Are some programs more competitive than others?

- Yes, some programs are more competitive than others and consequently have higher averages required for admission

### How are admissions decisions made?

- Admission decisions are made based on grades/marks though some programs/universities require supplemental information, portfolios or auditions for admission

### FOR MORE INFORMATION:

- Guidance/Student Services office
- INFO magazine
- Visit the universities you are interested in! Meet University representatives when they visit your school to do presentations – normally during the Fall months (September to November) – students in grades 11 and 12 are normally invited to attend

[www.myfuture.ca](http://www.myfuture.ca)  
[www.ouac.on.ca](http://www.ouac.on.ca)

