

Graduate to  
Your Beginning!

# Career Building in High School



Career Development  
Partnership Initiative

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## ***Helping You Move Forward***

Congratulations! As a senior high student you have achieved many milestones and you're probably starting to wonder "what's next?"

What options do you have for life after high school? What jobs are out there and what type of work are you interested in? Will you need further training and if so, how will you pay for it?



This guide will help you discover the answers to some of these questions and take steps that will help you **graduate to your new beginning!**

## ***Imagine Who You Want to Be***

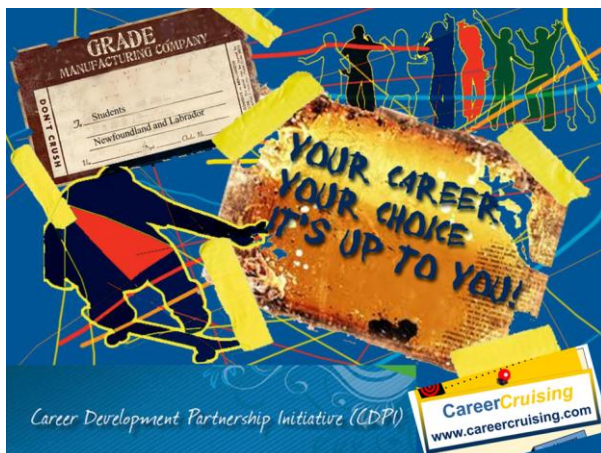
Before you start exploring your options, it's important to take a good look at who you are, including what you like to do, what you're good at, as well as your capabilities and learning style. Explore how your choices fit you! There are many ways to engage in self discovery, including completing an online interest inventory. Why not try Career Matchmaker online at [www.careercruising.com](http://www.careercruising.com). Just ask your teacher or guidance counsellor for the username and password. You can access Career Cruising from anywhere that you have access to the Internet.

Remember, this is just one tool of many that are available to help you explore who you are. Ask your guidance counsellor where to find additional tools and resources.



## ***Career GPS: Finding Your Way in the World of Work***

In the future, sixty five percent (65%) or two thirds (2/3) of jobs in Newfoundland and Labrador will require some form of post-secondary education and or training. More than ever, young people are going to need education and or training beyond high school in order to compete in the future economy! Young people are now likely to experience up to 25 jobs (with elements of multiple occupations) in up to 5 different industry sectors during their lives. These 25 jobs may span a number of different occupations, such as skilled trades or health care, just to name two. When it comes time to apply, reapply or retrain for these jobs, it is important that students have opportunities within their abilities.



The demand for skilled workers in Newfoundland and Labrador is growing rapidly! Some of the greatest demands will be in the skilled trades and technical professions, and in the next ten years, **skill shortages are predicted in all industries.**<sup>1</sup>



What does all this mean? It means that Newfoundland and Labrador is a province of choice, a province where you can **build your career success! A province where you can work, live and play!**

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<sup>1</sup> *Labour market and employment requirements are subject to change. It is recommended that the reader verify information before making any career decisions.*

## ***Career Planning - A Process***

Career planning is a process that involves matching your interests, skills, values and abilities with occupations and activities that are suitable for you. It involves **ongoing** discovery of **"Who am I?" "What's out there?"** And **"how do I get there?"** Not only is the world changing at a really fast pace but as you get older and experience new things, your strengths and interests may change too.



There are several building blocks in the career planning process that will help you build your career in today's world. They are: **DREAM SEE GET DO.**

These building blocks are the foundation for career building in a world that is rapidly changing. A world where technology is creating major shifts in the way we communicate, work and live on a daily basis. We don't even know what some of the jobs of the future will be but we do know that career planning isn't a one-shot deal or simply that thing you do when you finish high school! These four building blocks can - and should - be re-visited or even visited in different orders. Quite simply, career development is a lifelong journey so get ready for the ride!

## ***Career Development – The Building Blocks***

### ***Dream: Create the Vision***

In this stage, we create a positive vision of our future selves. This involves using our imagination to create an image of what we want our life to look like in the future. Share your dream with a friend or family member or anyone you feel comfortable with. Sometimes it helps to write about or draw a picture of your image.

So ... **start dreaming** and dream big!





## ***See:** Look at What's Out There*

This stage encourages us to look at the world around us and at options that are available now and in the future. To check out the many career options available, try chatting with family and friends about their jobs. Attend a career café in your school or check out online career profiles on Career Cruising at [www.careercruising.com](http://www.careercruising.com). Remember to ask your teacher or guidance counsellor for your school username and password.

So... **start looking** and look everywhere!



## *Get: Develop Skills*

In this stage, we have the opportunity to develop our skills, reflect on our learning, and receive feedback and coaching. These various steps will help us develop skills that are in demand within the labour market.

To develop your employability skills try volunteering, join a club or team, or check out the Duke of Edinburgh at [www.dukeofed.org/default.aspx](http://www.dukeofed.org/default.aspx); Allied Youth at [www.alliedyouth.ca/](http://www.alliedyouth.ca/); Community Youth Network at [www.communityyouthnetwork.ca/](http://www.communityyouthnetwork.ca/); or other youth groups in your area.

Doing your best in school will also help you develop your employability skills. For help with study tips visit [www.cdli.ca/Guidance/index.php?NewsID=6640](http://www.cdli.ca/Guidance/index.php?NewsID=6640) or for information on free tutoring check out [www.cdli.ca/tutoring/](http://www.cdli.ca/tutoring/) or ask your guidance counsellor.

So... **get involved** and build your skills!



## **Do:** *Create a Plan*

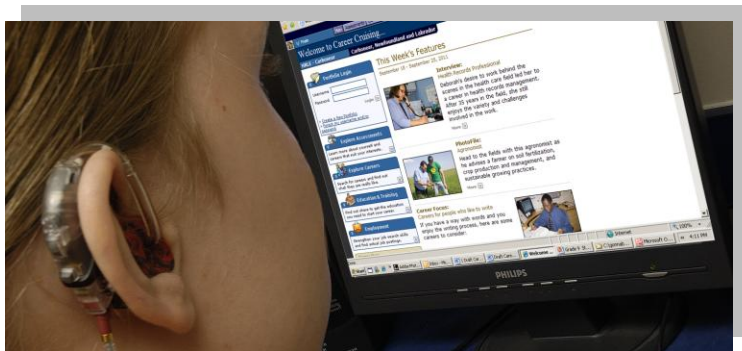
In this stage a career plan is created. Information developed within the other stages is used to set goals, make decisions and create action steps. Goals for students at this stage may involve exploring options for life after high school, deciding on post secondary education or training that will lead to occupations of interest and finding ways to pay for it.

So ... **do** aim high and achieve your potential. Keep your options open and **create a plan** that works for you! Make sure to include time lines and the people who can help you with your action steps.



## ***Beyond High School - Options***

There's so much to consider when planning life after high school. Sometimes it's difficult to focus. Where do you start?



Let's look at the following options so you can get a handle on your career, life, future and the opportunities available in Newfoundland and Labrador.

***University*** - Some jobs require a university degree. A degree program generally takes longer to complete than other types of post-secondary education however. On average, jobs that require a university degree have higher earnings than other types of post-secondary education. Tuition costs for a university education in Newfoundland and Labrador are among the lowest in Canada. Memorial University has two campuses in St. John's, including the Marine Institute, Canada's leading centre of fisheries and marine training, and Grenfell Campus in Corner Brook. Check out [www.mun.ca](http://www.mun.ca), (709-864-8000), [www.mi.mun.ca](http://www.mi.mun.ca) (1-800-563-5799) and [www.swgc.mun.ca](http://www.swgc.mun.ca) (709-637-6200).

If you are interested in pursuing university level studies closer to home the Comprehensive Arts and Science (CAS) Transfer: College-University program at College of the North Atlantic may be for you. Check out the CAS Transfer program available at the Burin, Carbonear, Grand Falls-Windsor, Happy Valley-Goose Bay, and Labrador West Campuses of College of the North Atlantic. For further information, visit [www.cna.nl.ca](http://www.cna.nl.ca) or call 1-888-982-2268.

**College** - College often provides more hands on learning and is typically less expensive than university or private school. Earnings are generally higher with a college education than without any post secondary training and or education. Newfoundland and Labrador's public college system is College of the North Atlantic. Check out [www.cna.nl.ca](http://www.cna.nl.ca) or call 1-888-982-2268 for further information.

**Apprenticeship** - Are you interested in learning more about occupations in the skilled trades? Newfoundland and Labrador's education and apprenticeship system can help you get the training and experience you need to become a professional, skilled tradesperson. If you are looking for more information, on apprenticeship in Newfoundland and Labrador, call toll free at 1-877-771-3737 or visit the Apprenticeship and Certification site at [www.aes.gov.nl.ca/app/](http://www.aes.gov.nl.ca/app/).

**Private Training** - Private schools and training tend to have lower student/teacher ratios and class sizes, but can be more expensive than public school. For a full list of private training institutes in the Newfoundland and Labrador, please visit [www.aes.gov.nl.ca/postsecondary/private.html](http://www.aes.gov.nl.ca/postsecondary/private.html)

**Work** - Maybe you want to start working and earning a salary right away. For assistance finding a job, check out your local Career Work Centre, or try out Newfoundland and Labrador's comprehensive job search and posting website at [www.jobsinnl.ca](http://www.jobsinnl.ca)

Another way to enter the work force right after high school is to start your own business! Check out Youth Ventures as an option. You can get further information on this program at [www.youthventuresnl.com](http://www.youthventuresnl.com) or by calling 1-800-833-1829.

**Explore** - If you are interested in pursuing other experiential learning opportunities there are many options available including the Newfoundland and Labrador Conservation Corps, visit [www.ccnl.ca](http://www.ccnl.ca) or call 709-729-7265.



## ***Train For It***

Remember that in the future sixty five percent (65%) or two thirds (2/3) of jobs in Newfoundland and Labrador will require post-secondary education so you will need to explore your options. The Provincial Post-Secondary Offerings List is a great place to start. You can access this resource online at [www.lmiworks.nl.ca/ppsol](http://www.lmiworks.nl.ca/ppsol), in the guidance centre at your school or at your nearest Career Work Centre; visit [www.lmiworks.nl.ca/CareerWorkCentres/](http://www.lmiworks.nl.ca/CareerWorkCentres/) to find Career Work Centres throughout the province.



Another way to explore post secondary education and or training is to check out the "Education" tab on Career Cruising at [www.careercruising.com](http://www.careercruising.com). Just ask your guidance counsellor or teacher for the username and password for your school.

## ***Pay For It***

While post secondary education and or training can be costly there are a number of ways to help pay for it to make it an **option for everyone!**



***Student Loans*** - The Canada – Newfoundland and Labrador Student Financial Assistance Program provides financial assistance to eligible residents of Newfoundland and Labrador who are pursuing post-secondary education. Assistance is available in both repayable loans and non-repayable grants. For further information visit Student Aid online at [www.aes.gov.nl.ca/studentaid/](http://www.aes.gov.nl.ca/studentaid/).

***Scholarships*** - A scholarship is a monetary award based on merit or excellence in a specific area such as athletics, music, volunteerism, etc. Not all scholarships are based on academic average or financial need. Further information on scholarships can be found online at [www.cdli.ca/guidance/financing/scholarships.html](http://www.cdli.ca/guidance/financing/scholarships.html).



**Family Contribution** - Some families are able to help pay for your post secondary education through savings such as RESPs or through other means.

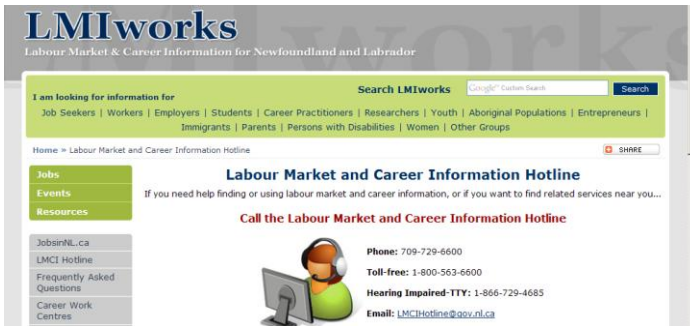
**Student Contribution** - You can help pay the cost of your post secondary education through savings from summer jobs or part time work outside school hours. Check out summer employment programs available through the provincial and federal government or search the student section on [www.jobsinnl.ca](http://www.jobsinnl.ca).

**Military** – The Canadian Forces subsidizes education plans for some university and college programs. A recruiter can help you choose the best education plan for you. Check out [www.forces.ca](http://www.forces.ca) for further information.



## Go For It!

Once you have done some exploring, made some decisions and set goals, it's time to carry out your action plan. Your plan may include everything from applying to schools and for student loans and scholarships, developing your resume, updating your portfolio, or looking for work. Whatever the steps in your plan, pay careful attention to meeting your timelines and don't forget to celebrate success. Every step you take brings you closer to achieving your goals.



**LMIworks**  
Labour Market & Career Information for Newfoundland and Labrador

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**Events**  
**Resources**

JobsinNL.ca  
LMCI Hotline  
Frequently Asked Questions  
Career Work Centres

**Labour Market and Career Information Hotline**  
If you need help finding or using labour market and career information, or if you want to find related services near you...

**Call the Labour Market and Career Information Hotline**



**Phone:** 709-729-6600  
**Toll-free:** 1-800-563-6600  
**Hearing Impaired-TTY:** 1-866-729-4685  
**Email:** [LMCIHotline@gov.nl.ca](mailto:LMCIHotline@gov.nl.ca)

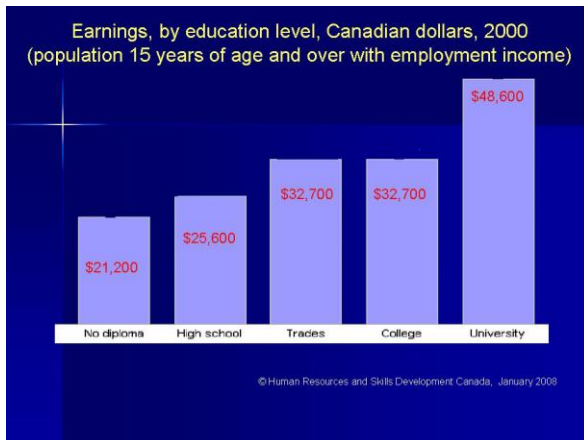
If you run into roadblocks along the way, ask for help. One of the keys to career success is being able to ask for help when you need it. There are many people who will support your career journey including your guidance counsellor, teacher, family and friends! If you'd like professional help with any questions you have, you can call the Labour Market and Career Information Hotline at 1-800-563-6600 (toll free); TTY: 1-866-729-4685.

## ***Impact of Learning on Your Financial Future***

**Did you know** that learning and higher education levels lead to **higher earnings** and lower risk of unemployment?

**Did you know** that those who completed their education with a high school diploma earned on average **\$4,300 more per year** than those without a high school diploma. That's a trip down south or a year's worth of monthly payments on a reallllllly nice car!

**Did you know** that Canadians with a post-secondary education enjoy as much as **\$23,000 on average more per year** than those with a high school diploma?  
<sup>2</sup> Multiply this over 30 plus years of work and this translates to upwards of a **quarter million dollars!**



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<sup>2</sup> *Human Resources and Skills Development Canada, January 2008*

# *The High Five Messages of Career Development*

## **1. Change is Constant**

Change has become a constant force, both at work and in life outside of work. However, change often brings opportunities. Flexibility, versatility and adaptability during transitional times can be the keys to career-building success.

## **2. Focus on the Journey**

Life is a journey that is made up of experiences, and destinations are merely stopping points along the way. Career-building requires us to focus on our goals, while also paying attention to everything that occurs as we travel toward those goals.

## **3. Learning is Continuous**

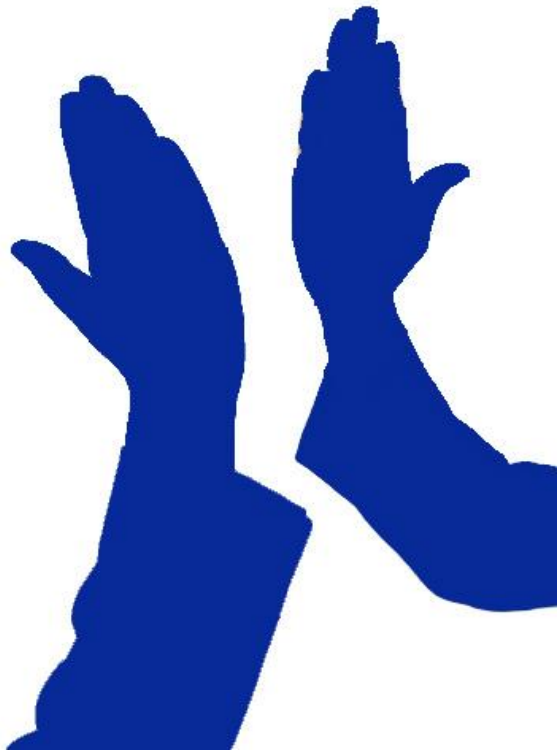
Learning, in all contexts, is a continuous, lifelong process. Learning, work and skills development are intertwined as we engage in our career-building experiences.

## **4. Follow Your Heart**

We do our best when we work at what we love or have a passion for. The pursuit of dreams motivates and directs us, and helps clarify what is important to us. Career-building makes us consider what we feel in our hearts.

## 5. Team Up with Others

We are surrounded by people who can support us in making career decisions as we travel the road of life. Family, friends, neighbours, co-workers, and teachers are all potential supporters and mentors. Build networks of supporters and be part of the networks of others.<sup>3</sup>



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<sup>3</sup> The High Five is printed with permission from the National Lifework Centre

## ***Helpful Websites***

### Career Exploration and Labour Market Information

- Career Cruising [www.careercruising.com](http://www.careercruising.com)
- Centre for Distance Learning and Innovation Guidance [www.cdli.ca/Guidance](http://www.cdli.ca/Guidance)
- Labour Market Outlook 2020 [www.aes.gov.nl.ca/publications/LMOutlook2020.pdf](http://www.aes.gov.nl.ca/publications/LMOutlook2020.pdf)
- Council of Marine Professional Associates (COMPASS) [www.compasscanada.info](http://www.compasscanada.info)
- Women in Resource Development Corporation [www.wrdc.nf.ca](http://www.wrdc.nf.ca)
- Orientation to Trades and Technology [www.wrdc.nf.ca/wrdc/ott/index.htm](http://www.wrdc.nf.ca/wrdc/ott/index.htm)
- Labour Market and Career Information for NL [www.lmiworks.nl.ca](http://www.lmiworks.nl.ca)
- Youth Programs and Services Government of NL [www.youth.gov.nl.ca](http://www.youth.gov.nl.ca)
- Student and Graduate Programs Government of NL [www.aes.gov.nl.ca/students/default.html](http://www.aes.gov.nl.ca/students/default.html)
- Sector Councils [www.councils.org/sector-councils/what-is-a-sector-Council/](http://www.councils.org/sector-councils/what-is-a-sector-Council/)

### Education and Training Support

- Centre for Distance Learning and Innovation Tutoring [www.cdli.ca/tutoring](http://www.cdli.ca/tutoring)
- Memorial University [www.mun.ca](http://www.mun.ca)
- Marine Institute [www.mi.mun.ca](http://www.mi.mun.ca)
- Memorial University Grenfell Campus [www.swgc.mun.ca/Pages/default.aspx](http://www.swgc.mun.ca/Pages/default.aspx)
- College of the North Atlantic [www.cna.nl.ca](http://www.cna.nl.ca)
- Private Training Institutions [www.aes.gov.nl.ca/postsecondary/private.html](http://www.aes.gov.nl.ca/postsecondary/private.html)
- Post Secondary Education Information [www.aes.gov.nl.ca/postsecondary/index.html](http://www.aes.gov.nl.ca/postsecondary/index.html)

- Adult Learning [www.aes.gov.nl.ca/adultlearning/index.html](http://www.aes.gov.nl.ca/adultlearning/index.html)
- Student Aid [www.aes.gov.nl.ca/studentaid/](http://www.aes.gov.nl.ca/studentaid/)
- Study Tips [www.cdli.ca/Guidance/index.php?NewsID=6640](http://www.cdli.ca/Guidance/index.php?NewsID=6640)

#### Develop Employability Skills

- Duke of Edinburgh Awards [www.dukeofed.org/default.aspx](http://www.dukeofed.org/default.aspx)
- Allied Youth [www.alliedyouth.ca](http://www.alliedyouth.ca)
- Camp Glow [www.mi.mun.ca/campglow/camp\\_details.htm](http://www.mi.mun.ca/campglow/camp_details.htm)
- Conservation Corps [www.ccnl.ca](http://www.ccnl.ca)
- Canada World Youth [cwy-jcm.com](http://cwy-jcm.com)
- Employability Skills [www.conferenceboard.ca/topics/education/learning-tools/employability-skills.aspx](http://www.conferenceboard.ca/topics/education/learning-tools/employability-skills.aspx)

#### Finding a Job or Creating Your Own

- Jobs In NL [www.jobsinnl.ca](http://www.jobsinnl.ca)
- Youth Ventures [www.youthventuresnl.com](http://www.youthventuresnl.com)
- Young Entrepreneurs and Innovators Program [www.ibrd.gov.nl.ca/regionaldev/YEIP.html](http://www.ibrd.gov.nl.ca/regionaldev/YEIP.html)
- Service Canada [www.servicecanada.gc.ca/eng/home.shtml](http://www.servicecanada.gc.ca/eng/home.shtml)
- Canadian Armed Forces [www.forces.gc.ca/site/index.asp](http://www.forces.gc.ca/site/index.asp)
- RCMP Recruitment [www.rcmp-grc.gc.ca/recruiting-recrutement/index-eng.htm](http://www.rcmp-grc.gc.ca/recruiting-recrutement/index-eng.htm)
- RNC Recruiting [www.rnc.gov.nl.ca/recruiting/default.htm](http://www.rnc.gov.nl.ca/recruiting/default.htm)
- Human Resource Secretariat <http://www.exec.gov.nl.ca/exec/hrs/>
- Federal Public Service Commission [www.psc-cfp.gc.ca/index-eng.htm](http://www.psc-cfp.gc.ca/index-eng.htm)

- Canadian Coast Guard [www.ccg-gcc.gc.ca/eng/CCG/Careers](http://www.ccg-gcc.gc.ca/eng/CCG/Careers)



## NOTES

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# CAREER DEVELOPMENT PARTNERSHIP INITIATIVE

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