

Next
Steps

Life After High School



Career Development
Partnership Initiative

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Introduction

While this guide was developed for students who are finishing high school and do not have a plan to move on to post secondary school at this stage of their career journey, it may also be helpful to any student who is finishing school and may need assistance making decisions around next steps.

Congratulations! You have reached another milestone and you're getting ready to move on with your life. What options do you have? 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? Where will you go to get help if you need it?

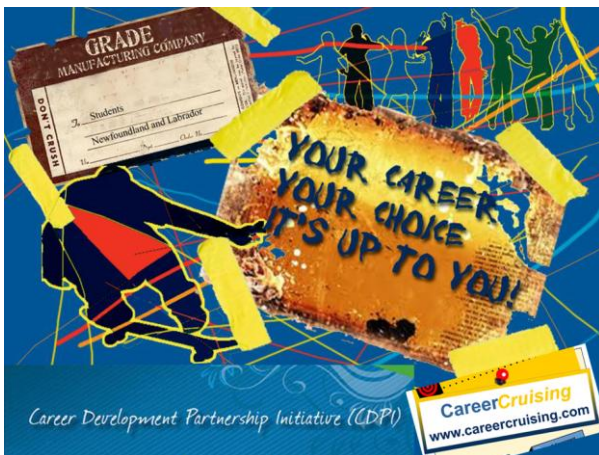


This guide will provide you with answers to some of these questions and connect you with resources and support that will help you take the next steps to a successful future.

“All students are gifted.
Some just open their presents later than others.”
Anonymous

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 individuals have every academic opportunity 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.**¹



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, and a province where you can work, live, and play!

¹ *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? 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 revisited, 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 it down 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. 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 being searched for 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; Allied Youth at www.alliedyouth.ca/; Community Youth Network at 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 or for information on free tutoring check out 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.



Lost on Your Journey?

Need some advice to help you find your way? Check out these great resources if you have any career or life questions. That's what they're here for!

Career Work Centres

Do you need help planning your next steps? Career Work Centres are fully accessible one-stop community-based resource centres with a range of services to help connect job seekers and employers. A team of career resource professionals is available to assist with your career and employment needs. To find a Career Work Centre in your area, call 1-800-563-6600, TTY: 1-866-729-4685 or check out www.lmiworks.nl.ca/CareerWorkCentres

Labour Market and Career Information Hotline

The Department of Advanced Education and Skills assists people in making informed career choices through assistance with career planning, occupational information, education and training options, job search strategies, employment programs and services, as well as business information and assistance. These services may be accessed through the Labour Market and Career Information (LMCI) Hotline by calling 1-800-563-6600 (toll free); TTY: 1-866-729-4685 or through their website at www.lmiworks.nl.ca/Hotline

Jobs in NL

JobsinNL.ca is Newfoundland and Labrador's comprehensive job search and posting website. Search exiting positions by region and occupation, create your profile, and get notification of relevant positions. If you are looking for a job or career, or are just interested in working in our province, please see what this website has to offer. There's plenty of opportunity here in Newfoundland and Labrador! Check out www.jobsinnl.ca

Have You Considered?

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/.

Careers in Marine Transportation

Does a career in the marine industry appeal to you? A growing shortage of marine personnel has created a high demand in marine occupations, including Ship's Crew/Officer positions. For further information check out Compass Canada at www.compasscanada.info

Entrepreneurship

Are you a self-driven and highly-motivated individual? Do you have a great business idea that needs to be shared? Would you rather work for yourself and when the time best suits you? Maybe being an entrepreneur is the right career choice for you! Check out some of the opportunities available to you. www.lmiworks.nl.ca/Entrepreneurs/Links.aspx

Youth Ventures

Youth Ventures empowers students aged 12-29 to start and run their own businesses across Newfoundland and Labrador. Do you have an idea that you think would be a great business to start? Do you think you have the passion and drive to start your own business and be your own boss? Youth Ventures is here to help! For further information call 1-800-833-1829 (toll free) or check out www.youthventuresnl.com.

Experiential Career Opportunities

Are you an individual who's interested in further learning but not yet ready for post-secondary education? Why not try one of the many experiential career opportunities. You'll gain life long skills and meet great people on the way.

Orientation to Trades and Technology (OTT)

OTT is a 24-week program designed to provide a safe and supportive environment for women to explore trades and technology training programs. For further

information, call the Women in Resource Development Corporation at (709) 738-3713 Toll Free: 1-800-738-3713 or check out

www.wrdc.nf.ca/wrdc/ott/index.htm

Community Youth Networks

Community Youth Networks (CYN) are located throughout the Province and provide youth with opportunities to participate in learning, employment, community-building and recreational activities in their communities. To locate a CYN in your area call 1-800-563-6600, TTY: 1-866-729-4685 or go to www.aes.gov.nl.ca/students/cyn.html

Newfoundland and Labrador Conservation Corps

The Newfoundland and Labrador Conservation Corps provides opportunities for meaningful work experiences and training in the areas of the environment, cultural heritage enhancement and conservation. Call 1-709-729-7265 or check out www.ccnl.ca for further information.

Youth Engagement and Leadership Grants

This initiative from the Office of Youth Engagement will enable young people to engage in training and conferences designed to help them develop the skills required to participate as members of local boards, agencies and community groups. This initiative also allows community groups to identify an individual who they feel should make use of the grant program and is capable of making a real difference in their community. Individuals and groups seeking information about grants

can visit www.youth.gov.nl.ca or call the Labour Market and Career Information hotline toll-free at 1-800-563-6600.

Camp GLOW

Camp GLOW is a one week Fire Camp for women age 17 years and older. It provides an opportunity to learn about the fire service and to have fun. For further information call WRDC - Educational Resource Centre - 738 1138, Toll free: 1-800-738-3713, email mclarke@wrdc.nf.ca, or visit www.mi.mun.ca/campglow/

Canada World Youth

Youth between the ages of 15 and 25 can experience the world through Canada World Youth programs. For further information call 514-931-3526 or 1-800-605-3526 (toll free) or check out <http://cwy-jcm.com/>

Duke of Edinburgh

Duke of Edinburgh is an awards programme that is filled with activities that you can do in your spare time. There are three award levels to achieve; Bronze, Silver and Gold. Achieving an award is as easy as setting and achieving your personal goals in the four areas of the programme: Community Service, Skills, Physical Recreation and Adventurous Journey. To get involved visit www.dukeofed.org/home.aspx

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? ²

Multiply this over 30-plus years of work and this translates to upwards of a **quarter million dollars!**

Continuing/Future Learning

Some students may choose to upgrade their education to meet entrance requirements for post-secondary programs. Other students may choose to pursue this option in the future. If this sounds like you, the following programs may be of interest to you. In the meantime, check out options for **financing your education** at www.cdli.ca/Guidance/index.php?NewsID=6620

² *Human Resources and Skills Development Canada, January 2008*

Adult Basic Education (ABE)

Adult Basic Education (ABE) is a provincial program for adult learners and is made up of three levels: Level I refer to basic literacy and roughly equates to K-6; Level II is considered equivalent to grades 7-9; Level III corresponds to grades 10-12 and requires the completion of a minimum of 36 credits in order to graduate. Students must be at least 17 years of age and out of high school one year to attend ABE at College of the North Atlantic. Students must be at least 18 years of age and out of high school one year to attend ABE at a private training institution. For further information call the Department of Education at 1-709-729-7668, 1-709-729-6860 or go to www.aes.gov.nl.ca/adultlearning/abe.html

General Educational Development (GED)

The General Educational Development (GED) test can give you the opportunity to earn a high school diploma. These tests are designed to measure the general knowledge, ideas and thinking skills that are normally acquired through three years of high school. Many acquire knowledge and skills through work experience, reading and informal training. For further information contact the Department of Education at 1-709-729-7919 or go to www.ed.gov.nl.ca/edu/ged/index.html

Comprehensive Arts & Science College Transition

Comprehensive Arts and Science (CAS) College Transition is designed for high school and Adult Basic Education graduates who would like to improve their general employability skills or who are lacking either the academic courses or the required grades to meet the admission requirements of the College program they would like to enter. The College Transition program also provides a valuable “refresher” for mature students who have been away from education, training and/or the workforce for some time. For further information, contact College of the North Atlantic at 1-888-982-2268, email info@cna.nl.ca or go to www.cna.nl.ca/programs-courses/current_programs/CNA%20Comprehensive%20Arts%20and%20Science%20College%20Transition.pdf

Comprehensive Arts & Science College Transfer

Comprehensive Arts and Science (CAS) Transfer: College-University program provides students with the opportunity to complete a suite of courses for which they will gain credit from College of the North Atlantic as well as from Memorial University of Newfoundland. It has been developed through an agreement with Memorial and courses identified in this section are developed in collaboration with Memorial’s respective departments. For further information contact College of the North Atlantic at 1-888-982-2268, or go to www.cna.nl.ca/programs-courses/current_programs/CNA%20Comprehensive%20Arts%20&%20Science%20Transfer%20College%20University.pdf

Post Secondary Programs in NL

The Provincial Post –Secondary Offerings List contains a comprehensive listing of education and training programs offered by provincial post-secondary institutions registered with the Department of Education. Visit <http://www.lmiworks.nl.ca/PPSOL> or call 1-800-563-6600 (toll free); TTY: 1-866-729-4685 for further information.

Student Financial Services

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 and non-repayable forms, specifically loans and grants. For further information, call 1-709-729-5849, 1-888-657-0800 (toll free) or visit the website at www.gov.nl.ca/studentaid

Additional Supports

Employment Development Supports

Individuals may access a variety of supports to help with participation in employment preparation, training or work. Assistance may be available to individuals who are non EI eligible, or may be eligible to receive support from the Department of Advanced Education and Skills. For further information call 1-800-563-6600, TTY: 1-866-729-4685 or go to www.aes.gov.nl.ca/findajob/developmentsupports.html

Skills Development

Skills Development provides financial assistance to EI eligible individuals to help them get the skills training they need to find employment. For further information call 1-800-563-6600, TTY: 1-866-729-4685 or go to www.aes.gov.nl.ca/lmda/skills_dev.html

Employment Assistance Services (EAS)

Employment Assistance Services provides funding to organizations to assist unemployed individuals prepare for, obtain and maintain employment. Services may include: provision and sharing of labour market information, employment needs assessment, career planning; employment counselling, job search skills, job placement services, development of a Return to Work Action Plan, case management, and follow-up of a participant in an employment program. To locate an office in your area, call 1-800-563-6600, TTY: 1-866-729-4685 or go to www.aes.gov.nl.ca/lmda/eas.html for a listing.

Linkages

Youth 18 to 30 years of age who have not completed post-secondary education or training and who have not made a successful transition to the labour force may be interested in the Linkages Program. For further information, call 1-800-563-6600, TTY: 1-866-729-4685 or go to www.aes.gov.nl.ca/students/linkages.html

Employability Assistance for Persons with Disabilities

This program is designed to assist individuals with a disability acquire the skills, experience and support necessary to successfully prepare for, enter or remain in the work force. For further information, call 1-800-563-6600, TTY: 1-866-729-4685 or visit <http://www.aes.gov.nl.ca/disabilities/services.html>

NL Works

NL Works is designed to provide individuals with valuable work experience and skills to improve their employment prospects and attachment to the labour market by providing profit and not-for-profit employers with a wage subsidy to create new positions. For further information, call 1-800-563-6600, TTY: 1-866-729-4685 or go to www.aes.gov.nl.ca/findajob/nlworks.html

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

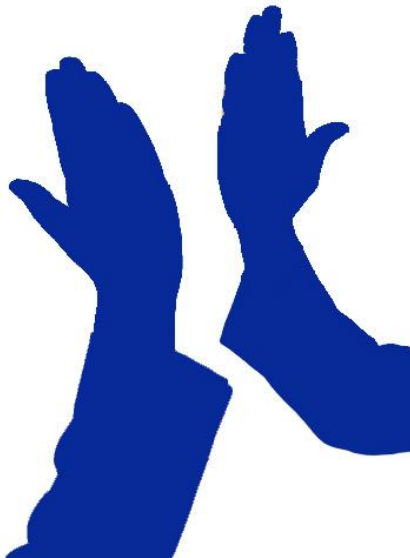
Learning, in all contexts, is a continuous, lifelong process. Learning, work and skills development are intertwined as we engage in our career-building experiences.

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.³



³ The High Five is printed with permission from the National Lifework Centre

Helpful Websites

Career Exploration and Labour Market Information

- Career Work Centres
www.lmiworks.nl.ca/CareerWorkCentres/Default.aspx
- Career Cruising www.careercruising.com
- Centre for Distance Learning and Innovation Guidance www.cdli.ca/Guidance
- Labour Market Outlook 2020
www.hrle.gov.nl.ca/hrle/publications/LMOutlook2020.pdf
- Council of Marine Professional Associates (COMPASS) www.compasscanada.info
- Women in Resource Development Corporation
www.wrdc.nf.ca
- Orientation to Trades and Technology
www.wrdc.nf.ca/wrdc/ott/index.htm
- Labour Market and Career Information for NL
www.lmiworks.nl.ca
- Youth Programs and Services Government of NL
www.youth.gov.nl.ca
- Student and Graduate Programs Government of NL
www.aes.gov.nl.ca/students/default.html
- Sector Councils 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
- Memorial University www.mun.ca
- Marine Institute www.mi.mun.ca
- Memorial University Grenfell Campus
www.swgc.mun.ca/Pages/default.aspx

- College of the North Atlantic www.cna.nl.ca
- Private Training Institutions
www.aes.gov.nl.ca/postsecondary/privatedir.html
- Post Secondary Education Information
www.aes.gov.nl.ca/postsecondary/index.html
- Adult Learning
www.aes.gov.nl.ca/adultlearning/index.html
- Student Aid www.ed.gov.nl.ca/studentaid
- Study Tips
www.cdli.ca/Guidance/index.php?NewsID=6640

Develop Employability Skills

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

Finding a Job or creating your own

- Jobs In NL www.jobsinnl.ca
- Youth Ventures www.youthventuresnl.com
- Young Entrepreneurs and Innovators Program
www.ibrd.gov.nl.ca/regionaldev/YEIP.html
- Service Canada
www.servicecanada.gc.ca/eng/home.shtml
- Canadian Armed Forces
www.forces.gc.ca/site/index.asp
- RCMP Recruitment www.rcmp-grc.gc.ca/recruiting-recrutement/index-eng.htm

- RNC Recruiting 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
- Canadian Coast Guard www.ccg-gcc.gc.ca/eng/CCG/Careers

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CAREER DEVELOPMENT PARTNERSHIP INITIATIVE

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