

THESE ARE THE SKILLS YOU NEED

The fourteen skills described below are identified as "essential skills" through research and interviews with over 3000 Canadian workers. These skills are used to varying degrees in virtually all occupations; they are not the technical skills required by specific occupations. People in all types of jobs need to be able, for example, to read, to make decisions, and to solve problems. They also need to develop such general skills for use, not only in the workplace, but also in everyday life and for lifelong learning.

- **Reading.** The comprehension of text consisting of sentences and paragraphs.
- **Writing.** The preparation of written materials for a variety of purposes.
- **Use of documents.** The use of labels, lists, signs, graphs, charts, tables, forms, and other similar materials.
- **Use of computers.** The use of any type of computerized technology
- **Money math.** The use of mathematical skills in making financial transactions, such as handling cash, preparing bills, and making payments.
- **Scheduling or budgeting and accounting.** Planning for the best use of time and money, as well as monitoring of the use of time and money.
- **Measurement and calculation.** The measurement and calculation of quantities, areas, volumes, and/or distances.
- **Data analysis.** The collection and analysis of data in numerical form.
- **Numerical estimation.** The production of estimates in numerical form.
- **Oral communication.** The use of speech for a variety of purposes.
- **Job task planning.** The planning and organization of one's own work.
- **Decision making.** The making of any type of decision, using

WORK HABITS

- Teamwork
- Reliability
- Working Safely
- Initiative
- Customer Service
- Entrepreneurship

WHY CAREER PATHWAYS?

- Students need advanced training to succeed in the world of work.
- Business and industry are facing an aging workforce, rapid technological change, demand for new skills, high recruitment costs, and shortages of qualified employees.
- Jobs of the future will belong to people with skills, attitudes and behaviours that include: academic proficiencies, personal management skills, and teamwork qualities.

HOW DO STUDENTS BENEFIT?

Career Pathways:

- Support enriched curricula and high academic standards;
- Increase student performance and academic achievement;
- Prepare students to define career goals and make plans for their futures;
- Prepare students for university, college and the workplace of the future.

WHAT IS A CAREER PATHWAY?

A Career Pathway is a sequence of courses which provides both focus and direction to a student's learning experience. The pathways, which are also defined as career clusters or majors, are broad-based groupings of careers that share similar characteristics and whose employment requirements call for many common interests, strengths, and competencies. This system of coordinated programs and experiences is designed to synchronize educational goals with employment needs of the future. It prepares students for the future by merging rigorous academic coursework with real-work application and experiences.

WHICH PATHWAY MATCHES YOUR INTERESTS AND ABILITIES?

CAREER PATHWAY DESCRIPTIONS

ARTS, COMMUNICATIONS AND RECREATION

People attracted to careers in this pathway like to sketch, draw, paint, play musical instruments, write stories, poetry and music, sing, dance, act, take photos and be physically active. This career path includes programs related to the humanities and to the performing, visual, literary, media arts and recreation. These include architecture, creative writing, film and cinema studies, fine arts, graphic design and production, journalism, foreign languages, radio and television broadcasting, advertising, public relations, coaching, instructors in recreation and sport.

BUSINESS, FINANCE, SALES AND SERVICE

People attracted to careers in this pathway like to influence, persuade, perform, lead, or manage to meet organizational goals for economic gain. They like to make decisions, meet people, initiate projects, give talks or speeches, organize activities or lead a group. Other people attracted to careers in this pathway like to work with data using clerical or numerical ability, carry out tasks in detail and follow through on others' instructions. Programs may include entrepreneurship, sales, marketing, hospitality and tourism, computer information systems, finance, accounting, personnel, economics, and management.

HEALTH, NATURAL AND APPLIED SCIENCES AND INFORMATION TECHNOLOGIES

People attracted to careers in this pathway like to work with people. This career path includes programs related to the promotion of health as well as the treatment of injuries, conditions and diseases. These may include medicine, engineering, dentistry, nursing, therapy and rehabilitation, nutrition, fitness, and hygiene. They like to observe, learn, analyze, investigate, evaluate, or solve problems. They like to work independently, analyze data, do research, deal with abstractions, explore a variety of ideas, perform lab experiments, do complex calculations, and understand scientific methods and theories.

SOCIAL SCIENCE, GOVERNMENT AND HUMAN SERVICES

People attracted to careers in this pathway like to work with people. This career path includes programs related to economic, political, and social systems. These programs may include education, law and legal studies, law enforcement, public administration, child and family services, religion, and social services.

TRADE, TRANSPORT AND INDUSTRIAL TECHNOLOGIES

People attracted to careers in this pathway like to work with things. They like to work with their hands with objects, machines, tools, plants, or animals. This career path includes programs related to the technologies necessary to design, develop, install or maintain physical systems. These may include engineering and related technologies, mechanics and repair, manufacturing technology, precision production, electronics, construction, fisheries management and forestry.

Message to Students and Parents

The world of work is rapidly changing, as existing jobs become more complex and new jobs demand increased levels of education.

"For their educational, social and career success in the twenty-first century, students will require effective work habits and the ability to make sound decisions, solve problems, plan effectively, work independently, communicate well, research, evaluate themselves realistically, and explore new educational and career opportunities." (Source: Choices Into Action)

The selection of a career pathway is a cooperative effort involving students, parents, teachers, and guidance counsellors. Students should explore a career pathway that blends with their interests and abilities and leads to the achievement of personal, educational, social and career goals. Students should be encouraged to explore all available opportunities without being "locked into" a specific program of study.

These identified career pathways illustrate suggested models to career destinations. For further research, students should explore the following websites:

www.edu.gov.on.ca/eng/career
www.careermatters.tv.org
www.hrdc-drrc.gc.ca/essentialskills

www.on.cx.bridges.com (see Guidance for passwords)
www.careercruising.com (see Guidance for passwords)
www.schoolfinder.com



Course Selection and Career Pathways



Chippewa S.S.



Northern S.S.



West Ferris S.S.



Widdfield S.S.



Almaquin S.S.



Parry Sound S.S.



F.J. McElligott S.S.

Course Selection and Career Pathways



GRADE 9 Compulsory Courses	GRADE 10 Compulsory Courses	GRADE 11 Compulsory Courses	GRADE 12 Compulsory Courses
Arts Canadian Geography English French Health and Physical Education Mathematics Science	Canadian History Career Studies (.5) Civics (.5) English Mathematics Science	English Mathematics	English
Students are encouraged to explore career pathways and may take longer than 4 years to complete their secondary program			

ADDITIONAL COMPULSORY REQUIREMENTS

1 additional credit in English, or a Third Language, or Social Sciences and the Humanities or Canadian and World Studies
 1 additional credit in Health and Physical Education, or the Arts, or Business Studies
 1 additional credit in Science (Grade 11 or 12) or Technological Education (Grades 9 to 12)

Career Pathway	Workplace and/or Apprenticeship	College and/or Apprenticeship	University	Grade 9 Suggested Electives	Grade 10 Suggested Electives	Grade 11 Suggested Electives	Grade 12 Suggested Electives
ARTS, COMMUNICATIONS & RECREATION	<ul style="list-style-type: none"> Athletes Photographers Ski Lift Operators Set Builders/Dressers Artisan/Crafts Persons Musical Band Players/Singers Theatre/Stage Technicians Video Camera Operators Window Display Designers Props Persons/Prompters Actors/Comedians/Disc. Jockeys, Dancers Fashion Models Fitness Instructors Library Assistants 	<ul style="list-style-type: none"> Actors, Media Announcers Athletes, Coaches, Referees Community Program Planners Copywriters Fitness Instructors Librarians, Archive and Museum Technicians Media Consultants Multimedia Designers Photographers, Graphic Artists, Animators Public Relations Officers Recreational Facilities Managers Writers, Journalists 	<ul style="list-style-type: none"> Actors Choreographers, Dancers Conductors, Composers, Arrangers Curators, Archivists Directors, Producers Librarians, Conservators Musicians, Singers Painters, Sculptors Public Relations Officers Recreational Facilities Manager Translators, Interpreters Writers, Editors, Journalists 	<ul style="list-style-type: none"> Visual Arts Music Dramatic Arts Dance Information Technology in Business Integrated Technologies Learning Strategies Native Languages Healthy Active Living 	<ul style="list-style-type: none"> Visual Arts Music Dramatic Arts Dance Media Arts Healthy Active Living Education French Introduction to Business Communication Technology Native Languages Food and Nutrition Spanish Technological Design Technology Hospitality and Tourism 	<ul style="list-style-type: none"> Visual Arts Music Dramatic Arts Dance Media Arts Healthy Active Living Education Health for Life French Spanish Leadership and Peer Support Designing Your Future Regional Geography/ Travel & Tourism Parenting Literacy Skills 	<ul style="list-style-type: none"> Visual Arts Music Dramatic Arts Dance Media Arts Healthy Active Living Education Recreation and Fitness Leadership Exercise Science French Spanish Writer's Craft
BUSINESS, FINANCE, SALES & SERVICE	<ul style="list-style-type: none"> Airline Tickets/Cargo/Sales Clerks Bank Tellers, Cashiers Business Messengers/Letter Carriers Cleaners, Janitors, Housekeepers Dry Cleaning and Laundry Workers Food and Beverage Servers Mail Room Clerks and Sorters Security Guards Shippers/Receivers Street Vendors/Door-to-Door Salespersons Telephone Survey/Solicitation Operators Tour and Travel Guides Travel Counsellors 	<ul style="list-style-type: none"> Bookkeepers, Payroll Officers Chefs, Restaurant Managers Conference and Event Planners Conference and Event Planners Cooks, Bakers (A) Customer Service Representatives Human Resources Officers Insurance and Real Estate Agents Managers, Supervisors (all sectors) Police Officers and Firefighters Property Managers Retail Sales Persons Secretaries/Administrative Clerks 	<ul style="list-style-type: none"> Accountants Conference and Event Planners Financial Auditors Investment Dealers and Brokers Personnel and Recruitment Officers Public Relations Consultants Security Agents Senior Managers, Supervisors Specialists in Human Resources 	<ul style="list-style-type: none"> Arts Information Technology in Business Integrated Technologies Healthy Active Living Learning Strategies Individual & Family Living 	<ul style="list-style-type: none"> Introduction to Business French Hospitality and Tourism Food and Nutrition Communication Technology Computer and Information Science Learning Strategies 	<ul style="list-style-type: none"> Personal Finance (Mathematics) Introduction to Financial Accounting Entrepreneurial Studies Introduction to Marketing Information Technology in Business Hospitality and Tourism Introduction to Anthropology/Psychology/Sociology Understanding Canadian Law Communication Technology Computer and Information Science The Individual and the Economy 	<ul style="list-style-type: none"> Financial Accounting International Business Entrepreneurial Studies Information Technology in Business French Mathematics Hospitality Communication Technology Learning Strategies Economics Organizational Studies
HEALTH, NATURAL & APPLIED SCIENCES & INFORMATION TECHNOLOGIES	<ul style="list-style-type: none"> Animal Care Workers and Pet Grooming/Kennel Workers Computer Support Technicians (A) Conservation Fishery Workers Dental Receptionists Funeral Assistants Health Care Aides Home Support Workers Landscape and Horticultural Workers (A) Nurse's Aides/Corderlies Personal Support Workers Water/Plant Workers 	<ul style="list-style-type: none"> Biomedical Equipment Technicians Civil, Mechanical, Industrial, Electrical, Manufacturing, Computer Engineering Technicians and Technologists Computer and Information Systems Professionals Dental Hygienists and Technologists Environmental Consultants Horticulturalists (A) Internet Consultants Laser Technicians Massage Therapists Nuclear Medical Technicians Paramedics Veterinarian Technicians Fish and Wildlife 	<ul style="list-style-type: none"> Architects, Urban Planners and Land Surveyors Audiologists, Physical and Occupational Therapists Biologists, Foresters, Agriculturalists Computer and Information Systems Professionals Industrial, Metallurgical, Aerospace, Computer and other Engineers Mathematicians, Statisticians Nurse Supervisors and Registered Nurses Optometrists, Chiropractors and Other Health Professionals Pharmacists, Dietitians and Nutritionists Physicians, Dentists and Veterinarians Physicists, Astronomers, Chemists, Geologists, Meteorologists 	<ul style="list-style-type: none"> Arts Information Technology in Business Integrated Technologies Learning Strategies Healthy Active Living Individual & Family Living 	<ul style="list-style-type: none"> Healthy Active Living Education Hospitality and Tourism Computer and Information Science Health and Personal Services Technology Construction Technology Technological Design Transportation Technology Communication Technology Food and Nutrition Learning Strategies 	<ul style="list-style-type: none"> Healthy Active Living Education Physics, Chemistry, Biology, Science Computer and Information Science Introduction to Anthropology/Psychology/Sociology Construction Technology Technological Design Communication Technology Designing Your Future Health for Life Physical Geography Computer Engineering 	<ul style="list-style-type: none"> Healthy Active Living Education Physics, Chemistry, Biology, Science Computer and Information Science Mathematics Technological Design Communication Technology Exercise Science Learning Strategies Geomatics Recreational and Fitness Leadership Environment and Resource Management
SOCIAL SCIENCES, GOVERNMENT & HUMAN SERVICES	<ul style="list-style-type: none"> Aboriginal Outreach Workers Community Service Workers Day Care Workers (A) Drop-in Centre Workers Elections Officers/Workers Government Couriers/Messengers Law Office Workers Nannies or Babysitters Real Estate Agents Religious Occupations Security Guards Women's Shelter Workers 	<ul style="list-style-type: none"> Correctional Workers Customs and Immigration Officers Early Childhood Educators (A) Ergonomists Human Resources Specialists Immigration Workers Paralegals Police Officers Religious Occupations Social Services Planners Special Needs Support Workers Youth and Childcare Workers (A) 	<ul style="list-style-type: none"> College and Other Vocational Instructors Economists, Economic Development Officers, Social Policy Researchers Educational Administrators Judges, Lawyers Other Social Science Researchers, Consultants and Program Officers Psychologists, Social Workers, Counsellors, Clergy and Probation Officers Secondary and Elementary School Teachers and Educational Counsellors University Professors 	<ul style="list-style-type: none"> Arts Information Technology in Business Integrated Technologies Learning Strategies Healthy Active Living Individual & Family Living 	<ul style="list-style-type: none"> Hospitality and Tourism French Healthy Active Living Education Computer and Information Science Food and Nutrition 	<ul style="list-style-type: none"> French History Geography Philosophy Computer and Information Science Entrepreneurial Studies Understanding Canadian Law Leadership and Peer Support World Religions Introduction to Anthropology/Psychology/Sociology Media Studies Hairstyling and Aesthetics Designing Your Future Parenting Living Spaces Shelter Fashion 	<ul style="list-style-type: none"> French History Geography Parenting Writer's Craft Canadian and International Law Challenge and Change in Society Learning Strategies Individuals & Families in a Diverse Society Politics Philosophy
TRADES, TRANSPORT & INDUSTRIAL TECHNOLOGIES	<ul style="list-style-type: none"> Cable Television Service and Maintenance Technicians (A) Carpet Installers (A) Construction Trades Helpers and Labourers (A) Foundry Furnace Workers Industrial Butchers, Meat Cutters (A) Labourers in Processing and Manufacturing Logging and Forestry Mechanical/Electrical Assemblers Motor Vehicle and Transit Drivers Oil and Gas Drilling Workers Autobody (A) Milwright (A) 	<ul style="list-style-type: none"> Air Traffic Controllers Automotive Service Technicians (A) Construction Engineering Technologists Contractors and Trade Supervisors Industrial Instrumentation Technicians Logging and Forestry Supervisors Machinery and Transportation Equipment Mechanics (A) Machinists, Welders (A) Numerical Computerized Control (NCC) Operators or Programmers Plumbers, Pipefitters and Gas Fitters (A) Transportation (Logistics) Supervisors 	<ul style="list-style-type: none"> Airport Managers Distribution Managers Logistics Managers Plant Managers Primary Industry Managers (Mining, Fisheries, Forestry, Agriculture) Railway Managers Transit Managers Warehouse Managers Education Engineering 	<ul style="list-style-type: none"> Arts Information Technology in Business Integrated Technologies Learning Strategies Healthy Active Living Individual & Family Living 	<ul style="list-style-type: none"> Construction Technology Technological Design Communication Technology Manufacturing Technology Transportation Technology Computer and Information Science Hairstyling and Aesthetics Hospitality and Tourism Learning Strategies Health and Personal Services Technology 	<ul style="list-style-type: none"> Construction Technology Technological Design Communication Technology Manufacturing Technology Transportation Technology Computer Engineering Physics, Chemistry, Biology, Science Hairstyling and Aesthetics Hospitality Designing Your Future Business 	<ul style="list-style-type: none"> Construction Technology Technological Design Communication Technology Manufacturing Technology Transportation Technology Physics, Chemistry, Biology, Science Hairstyling and Aesthetics Hospitality Learning Strategies Mathematics

(A) = Apprenticeship

COOPERATIVE EDUCATION COURSES ARE ENCOURAGED FOR ALL PATHWAYS

*Extended French and Immersion Programs are available.