

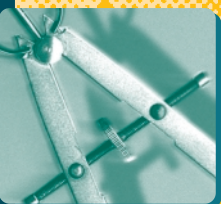
Planning for

Post-Secondary Studies

09

PLAN DISCOVER EXPLORE PLAN DISCOVER

GRADE NINE STUDENT GUIDE GRADE NINE



EXPLORE CAREER PATHS, SET YOUR CAREER GOALS, PLAN YOUR ACADEMIC GOALS.

G R A D E

N I N E

S T U D E N T

G U I D E



EXPLORE

contents >



BE SUCCESSFUL AT SCHOOL, BE HEALTHY, GET ORGANIZED, MAKE EVERY CLASS COUNT
KNOW YOUR STRENGTHS, DISCOVER YOUR SKILLS AND ABILITIES, EXPLORE CAREER PATHS



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DISCOVER

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Introduction

Kyle lay snug in his sleeping bag under the sky on a warm July night. September was a long way off and grade 8 was fading into memory. All that seemed important was summer vacation with his family. Tomorrow, he'd go rock climbing on the mountain and then swim in the cool lake waters at their base camp.

He looked up at the sky. So many stars. He watched a satellite move through Sagittarius. "I wonder how many satellites are up there?" he murmured.

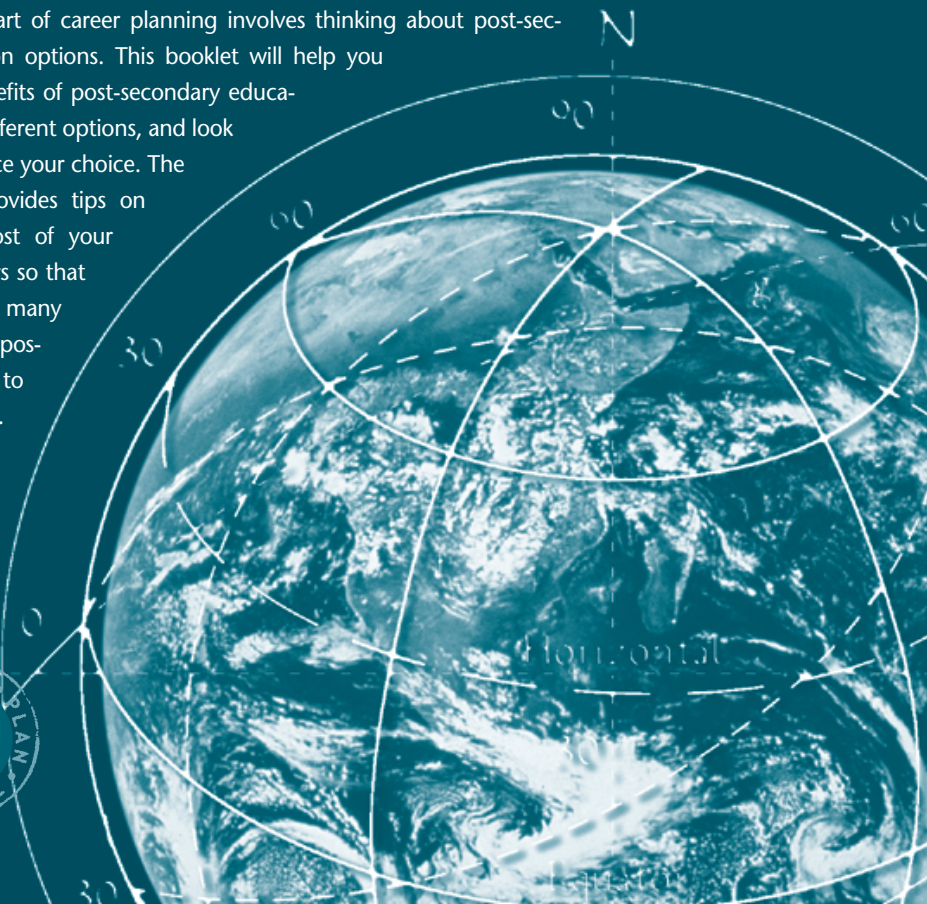
"One of the latest counts we did came up with about 2,600 satellites, 90 space probes, and about 6,000 chunks of debris orbiting Earth," answered his father, a telecommunications engineer.

Kyle fell asleep wondering what kind of future he might make for himself, with all of the options available in the 21st century.

.....

Like Kyle, you are probably thinking ahead and wondering what the future has in store for you, especially in terms of career choices and continuing your education after high school. This guide will help you explore career options and includes activities and information to help you identify and develop your skills, and set goals for the future.

An important part of career planning involves thinking about post-secondary education options. This booklet will help you explore the benefits of post-secondary education, research different options, and look at ways to finance your choice. The booklet also provides tips on making the most of your high school years so that you will have as many opportunities as possible available to you in the future.



Know your Strengths

IDENTIFYING YOUR STRENGTHS is an important part of developing self-knowledge. The more you know about yourself, the greater your ability to make decisions about your future. Discovering and building upon your strengths also helps you maximize opportunities and address challenges. Use the following activity to identify and build on the strengths you already have.

List **4** successful experiences you have had in the last 12 months

List **4** everyday things you do well

List **2** things you could teach someone else

List **10** positive words to describe yourself

List **2** things that really matter to you

List **2** things you can do for yourself that will always make you feel good

List **2** people who you can count on for help and support



Assessing Your Skills and Abilities

PART OF IDENTIFYING YOUR STRENGTHS means understanding your unique skills and abilities. What kinds of skills do you have? What areas do you need to develop further to achieve your personal or career goals? Use the *Creating a Skills Inventory* activity below as a starting point to:

- get feedback from others
- practice your existing skills
- plan for the skills you'd like to develop and put your plan into action
- keep track of your skills in a résumé.

Activity: Creating a Skills Inventory

Adapted with permission from *Employability Skills 2000+* Brochure 2000 E/F (Ottawa: The Conference Board of Canada, 2000). For order information, see the Resources section at the end of this booklet.

CHECK 'YES' IF YOU HAVE THIS SKILL. CHECK 'NOT YET' IF YOU WANT TO DEVELOP THIS SKILL

Yes Not Yet

Communicate

- read and understand information presented in a variety of forms (e.g., words, graphs, charts, diagrams)
- write and speak so others pay attention and understand
- listen and ask questions to understand and appreciate others' points of view
- share information in a variety of ways (e.g., voice, writing, e-mail)

Manage Information

- locate and gather information using appropriate technology and systems
- organize information so that it can be easily located in the future
- access, analyze and apply knowledge and skills from various disciplines

Use Numbers

- decide what figures need to be measured or calculated
- observe and record data using appropriate methods, tools and technology
- make estimates and verify calculations

Think & Solve Problems

- assess situations and identify problems
- seek different points of view and evaluate them based on facts
- recognize both the human and the technical dimensions of a problem
- identify the root cause of a problem
- explore possible solutions by being creative and innovative
- evaluate solutions to make recommendations or decisions
- implement solutions
- check to see if a solution works, and act on opportunities for improvement



CHECK 'YES' IF YOU HAVE THIS SKILL. CHECK 'NOT YET' IF YOU WANT TO DEVELOP THIS SKILL

Yes Not Yet

Work with Others

- _____ _____ • understand and work within the dynamics of a group
- _____ _____ • ensure that a team's purpose and objectives are clear
- _____ _____ • respect and support the perspectives and contributions of others
- _____ _____ • accept and provide feedback in a constructive and considerate manner
- _____ _____ • contribute to a team by sharing information and expertise
- _____ _____ • lead or support when appropriate, motivating a group for high performance
- _____ _____ • manage and resolve conflict when appropriate

Participate in Projects & Tasks

- _____ _____ • plan, design or carry out a project or task from start to finish with well-defined objectives and outcomes
- _____ _____ • develop a plan, seek feedback, test, revise and implement
- _____ _____ • select and use appropriate tools and technology for a task or project
- _____ _____ • continuously monitor the success of a project or task and identify ways to improve

Demonstrate Positive Attitudes & Behaviours

- _____ _____ • have confidence in yourself and your abilities
- _____ _____ • deal with people, problems and situations with honesty and integrity
- _____ _____ • recognize your own and other people's good efforts
- _____ _____ • take care of your personal health
- _____ _____ • show interest, initiative and effort

Be Responsible

- _____ _____ • set goals and priorities balancing school, work and personal life
- _____ _____ • plan and manage time, money and other resources to achieve goals
- _____ _____ • assess, weigh and manage risk
- _____ _____ • account for your own actions and the actions of your group
- _____ _____ • contribute to your community and be socially responsible

Be Adaptable

- _____ _____ • work independently or as part of a team
- _____ _____ • carry out multiple tasks or projects
- _____ _____ • identify and suggest alternative ways to achieve goals and get the job done
- _____ _____ • respond constructively to change
- _____ _____ • learn from your mistakes and accept feedback
- _____ _____ • cope with uncertainty

Learn Continuously

- _____ _____ • assess personal strengths and areas for development
- _____ _____ • set your own learning goals
- _____ _____ • identify and access sources and opportunities to achieve your learning goals

Work Safely

- _____ _____ • follow health and safety practices and procedures

Exploring career experiences



Building on your strengths will help you maximize opportunities.

CAREER DEVELOPMENT IS A LIFELONG PROCESS that includes involvement in hobbies, leisure activities, volunteer activities and schooling, in addition to paid employment. High school is a good time to begin exploring career options through activities such as work experience, volunteering and extra-curricular activities.

By exploring various forms of paid and unpaid work, you will be introduced to new work environments and new learning opportunities. These experiences will help you to develop skills, find out more about possible career paths, set directions and take action. You may be able to learn about trends and projections for the future of certain careers.

You may be the one to **pioneer** a new
career path that many will follow



The best way to **learn** is to try **different** things

direction

BE SUCCESSFUL AT SCHOOL BE HEALTHY
KNOW YOUR STRENGTHS
STRENGTHS
ORGANIZED
SKILLS AND ABILITIES

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Activity: Exploring Career Experiences

3 volunteer opportunities in my community that I'd like to try are:

These opportunities would be a good match for my skills and interests because:

3 examples of work experience that I have, or would like to have are:

These experiences are, or would be, a good match for my skills and interests because:

3 examples of extra-curricular activities that I have been, or would like to be, involved in are:

These examples show my skills and interests because:

Volunteering, work experience and extra-curricular activities help me to identify career options because:

Setting Career Goals

BY GRADE 9, you may already have an interest in specific careers, or you may still be brainstorming ideas. Use the Internet and other sources to find out more about careers you are interested in and to explore other possibilities. For example, www.nextsteps.org has links to occupational profiles that can be searched from A to Z. Alberta Learning's Information Service at www.alis.gov.ab.ca and Human Resources and Skills Development Canada at www.hrsdc-rhdcc.gc.ca both maintain excellent websites designed to help teens discover career options and research predictions about future career trends in the global workforce. These websites describe employment rates for graduates from different programs of study, the occupations they found work in, typical earnings, and much more.

Even though you may not know exactly what career you want to pursue, you can still set goals for personal growth, learning and career exploration. By setting goals for yourself, you create a sense of purpose and personal success. As you set goals, it's important to keep your options open and be adaptable to change. Use the exercise below to identify what you want to achieve and outline a plan to work towards your goal. You may want to work through this activity for several different goals.

Activity: Goal-setting

- 1. CREATE A WISH LIST.** Make a list of several things you want in life.

- 2. FOCUS.** Choose one of the things from your list to focus on, and circle it.

- 3. REFINE.** Turn your wish into a goal by identifying the first major step toward fulfilling that wish. For example:

- My wish is to run my own website development company.
- My goal is to build a professional portfolio with examples of work I have done in web development by the time I graduate from high school.

BREAK this goal down into manageable STEPS or short-term goals. For example:

1. I will develop at least three websites this year.
2. I will take a course related to web development to upgrade my skills.

The best goals are SMART

Specific **M**easurable **A**chievable **R**ealistic **T**ime-limited



If we did what we are **capable** of doing,
we would **astound** ourselves.

Thomas Edison

My wish is to _____

My goal is to _____

My short-term goals are:

- _____
- _____
- _____

4. USE POSITIVE SELF-TALK

If you have a goal that you don't think you can achieve, then you need to give yourself a pep-talk. Some positive statements you could use include the following.

“I will achieve my chosen career.”

“I am reaching my goals.”

“I can do this!”

5. MAKE AN ACTION PLAN

For example

Define your hurdles:

- *I don't have enough free time to take a web development course in the evening.*

Write down the steps you will take to get around the hurdles:

- *I will limit myself to two extra-curricular activities next year to free up time to take the course.*

Your ACTION PLAN

My hurdles are:

- _____
- _____
- _____

I will take these steps to get around the hurdles:

- _____
- _____
- _____

6. VISUALIZE yourself achieving this goal and enjoying its rewards.



Reviewing and Updating Academic Goals

YOU WILL NEED to review and update your academic goals on a yearly basis. Your interests may change, you may develop or discover new skills, eligibility requirements for post-secondary programs may change or new high school courses may be offered.

Each June, take an honest look at your report card and define areas that you would like to maintain, areas you would like to improve upon, and areas you'd like to explore. Use the chart below to organize your thoughts.

Activity: Updating Your Academic Goals

For the school year ending: 20 _____

Date: _____

My report card shows that I did well in the following areas. I would like to maintain my marks in these areas:

- _____
- _____
- _____
- _____

Some of the things I did that helped me achieve the marks I wanted are:

- _____
- _____
- _____
- _____

My report card shows that I need to improve in the following areas:

- _____
- _____
- _____

I will make improvements in these areas by doing the following:

- _____
- _____
- _____

I would like to explore the following areas:

- _____
- _____
- _____

My new goals for the coming year are:

- _____
- _____
- _____

I have reviewed my academic goals.

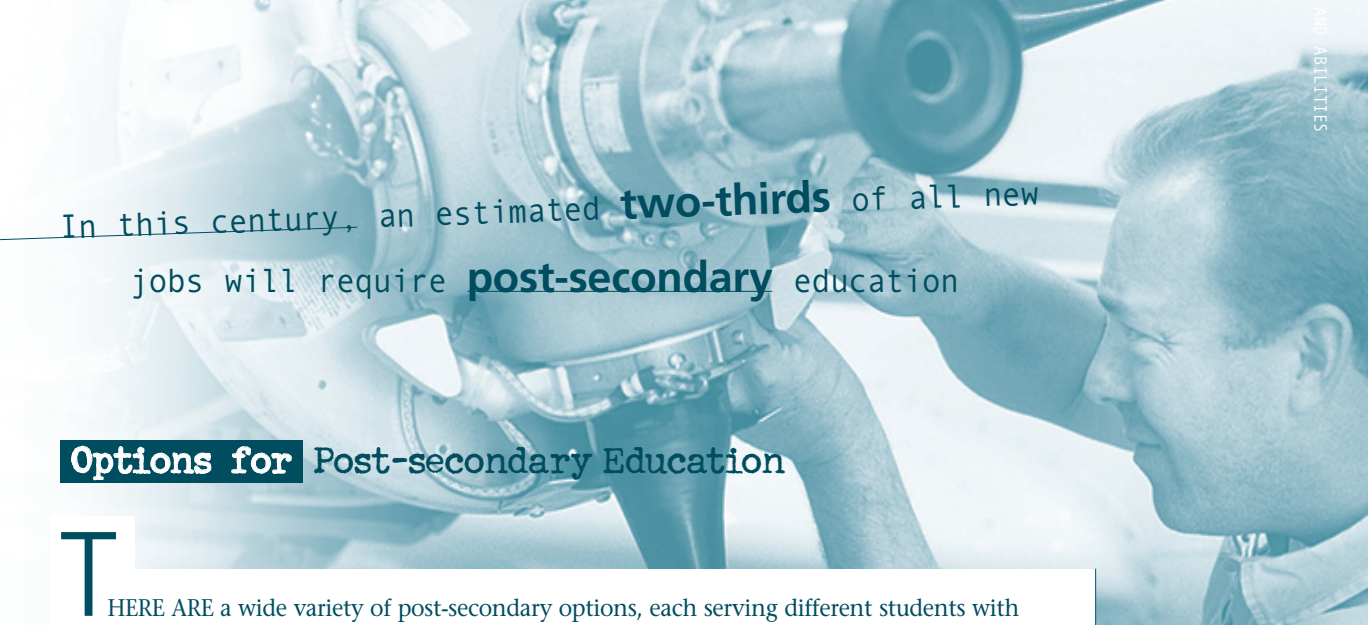
Date: _____

Signed: _____

Benefits of Post-secondary Education

EVERY PERSON HAS the potential to benefit from some type of post-secondary education. High school is not the end of an education, but a stepping-stone to future learning, whether it is at a college, university, technical school, an apprenticeship training program or elsewhere.

The 21st century is a time of rapid change. New ideas and technological innovation will demand new job skills. In this century, an estimated two-thirds of all new jobs will require post-secondary education. Planning your high school program and exploring career options by looking at post-secondary education will help to ensure you have satisfying work options and give you a competitive edge in the future. Completing post-secondary education can mean a higher quality of life, including more career opportunities, better standard of living, greater job security, and higher income.



In this century, an estimated **two-thirds** of all new jobs will require **post-secondary** education

Options for Post-secondary Education

THERE ARE a wide variety of post-secondary options, each serving different students with different skills and goals. For a complete list of the post-secondary educational institutions in Alberta, visit www.learning.gov.ab.ca and go to the *Post-Secondary Institutions* page. *Time to Choose...a post-secondary education program*, a booklet designed by Alberta Human Resources and Employment, is another resource that could help you research and consider your post-secondary options and plan for the future. You can find it by going to www.alis.gov.ab.ca and clicking on *e-CareerShop Catalogue*.

Some of the post-secondary options include:

- Universities: offer three or four year degrees, plus graduate programs
- Public Colleges: offer one-year certificate and two-year diplomas, applied degrees, university transfer, degree completion opportunities, and apprenticeship training
- Technical Institutes: offer one-year certificate and two-year diplomas, applied degrees, and apprenticeship training
- Private Vocational Schools: offer vocational training for a specific occupation. Programs are usually shorter in length and focus on basic skills training

contacts

Activity: Post-secondary Research Chart

What are my academic and career interests?

What institutions offer programs related to these interests?

Name of Institution _____

Contact Person _____

Entrance Requirements _____

Diploma/certificate/degree offered _____

Name of Institution _____

Contact Person _____

Entrance Requirements _____

Diploma/certificate/degree offered _____

Name of Institution _____

Contact Person _____

Entrance Requirements _____

Diploma/certificate/degree offered _____

Name of Institution _____

Contact Person _____

Entrance Requirements _____

Diploma/certificate/degree offered _____

Name of Institution _____

Contact Person _____

Entrance Requirements _____

Diploma/certificate/degree offered _____

Name of Institution _____

Contact Person _____

Entrance Requirements _____

Diploma/certificate/degree offered _____

KNOW YOUR STRENGTHS, DISCOVER YOUR SKILLS, AND FIND YOUR PATH TO SUCCESS.

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ABILITIES
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Choosing

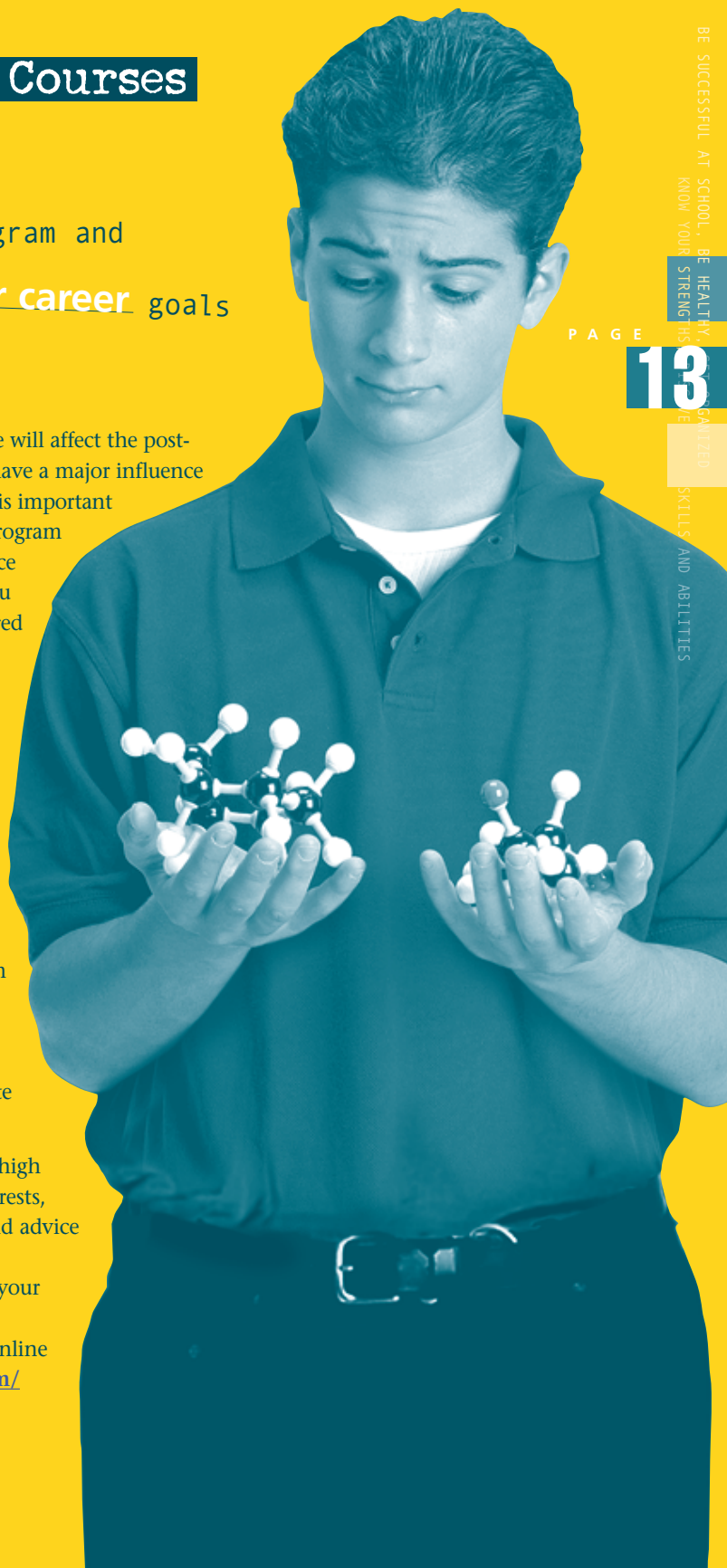
High School Courses

Take time to plan your program and
think about your career goals

THE HIGH SCHOOL COURSES you choose will affect the post-secondary options available to you, and can have a major influence on your future career path. For this reason, it is important to take some time to plan your high school program and think about your career goals. You will face many choices as you select your courses. If you select them carefully, you will graduate prepared for a variety of opportunities. If not, you may limit your opportunities and make your goals harder to achieve.

Most students in Alberta take three years - grade 10 through grade 12 - to complete their high school program. In Alberta, you may graduate from high school with an Alberta High School Diploma or a Certificate of Achievement. To earn an Alberta High School Diploma, you must successfully complete certain courses and earn a minimum of 100 credits. You may earn more than 100 credits if you decide to pursue a wider variety of courses. A Certificate of Achievement is awarded to students who successfully complete an Integrated Occupational Program.

Your decisions about what courses to take in high school should be based on your abilities, interests, values, career goals, diploma requirements and advice from others. You may want to look through *A Credit to Yourself*, which can help you plan your high school program. This guide is available through your school guidance counselor or online at www.learning.gov.ab.ca/k_12/curriculum/other.asp



Being Successful at School

DOING WELL IN HIGH SCHOOL ensures that you will have more opportunities and choices at different points in your school career. Your high school transcripts will be the key to getting into post-secondary institutions, and will also determine your eligibility for various scholarships. There are a number of ways you can make sure you do your best in school. Some strategies to start with are listed in the sections below. For more ideas, you can consult *Make School Work for You*, a Government of Alberta resource designed to help students be successful at school (*see order information below*).

Be Healthy

It's important to take good care of yourself by eating the foods that will fuel you through the day and by getting the sleep you need. According to research, teens need nine to 10 hours of sleep per night (The Nemours Foundation, "How Much Sleep Do I Need?", *TeensHealth*, September 2000). Without adequate sleep, the morning brings poor concentration, crankiness and mood swings. Lack of sleep can also affect your ability to complete assignments and perform on tests. Finally, make sure you do something you enjoy every single day!

Get Organized

Being organized saves time and helps you to stay on top of school work. Use the following tips to stay organized and manage your time effectively.

- Get to work on long-term assignments as soon as possible. Putting things off builds stress and results in a less polished product. Use little bits of time, like five or ten minutes, to work on your long-term projects.
- Try to recognize when you don't understand something being taught in class, and ask for help sooner rather than later.
- If you are away, find out what you missed.
- Ask the teacher for the mark breakdown for each course and use this information to plan your study time.
- Time yourself so you know how long it takes you to do certain tasks.
- Always keep your supplies and learning materials, such as pen, pencil, paper, calculator and textbooks, in the same place.

➤ To order *Make School Work for You: A Resource for Junior and Senior High Students Who Want to Be More Successful Learners (2001)*, visit the Learning Resources Centre website at www.lrc.learning.gov.ab.ca Order no. 461426; Price \$5.45

Make Every Class Count

There are almost 200 school days in a year. Here are some tips to help you make the most of every one of those days.

- Try to keep a positive attitude. When you arrive at school, leave your problems at the door. Come to school prepared to focus on learning.
- Read textbook information before class so you already know some of the information and you can focus on new material your teacher is covering.
- Arrive on time and attend every class.
- Look like you are ready to learn and participate in class discussions. Do not chat with other students during class; tell your friends you'll talk to them after class.
- Listen carefully. When you take notes, listen 80% of the time and write 20% of the time. Pay special attention at the end of class - teachers often give summaries and emphasize important ideas during the last five minutes of class.
- Compare your notes with a study friend and add points that you were missing.
- Talk to your teacher if you are struggling to keep up or whenever you have questions.

Activity: Making the Most of Your School Day

CHECKLIST FOR TODAY

Today I...	Yes	Sometimes	No
• listened carefully.	_____	_____	_____
• followed directions.	_____	_____	_____
• asked myself, "What do I need to do?"	_____	_____	_____
• got started right away.	_____	_____	_____
• tried my best.	_____	_____	_____
• worked on each task until it was finished.	_____	_____	_____
• checked over my finished work.	_____	_____	_____
• told myself, "Good job."	_____	_____	_____

Balance School and Part-time Work

School is your job right now. It's important that you balance part-time work and other outside activities so that they do not interfere with your success at school. Part of achieving this balance is focusing on one activity at a time. When you are at school and studying, focus your energies on those tasks. When you are preparing for work and at work, focus on the job. When you are having fun, enjoy yourself and leave your worries behind you.

The other key to balancing part-time work and school is to be organized. Consider not working during the first four to five weeks of school. This will allow you to establish a routine for school and to determine the amount of study time you will need for each class. Take the time to focus on what this school year will require. Make sure you have all of the supplies and a good buddy system. Make it your job to get to know your teachers.

Manage Stress

When you take on too much, or have a time of stress because of illness or a personal problem, you need to take the time to manage this stress. Above all, you need to take care of yourself. Consider these tips to help you prevent and deal with stress.

- Know what things cause you stress and develop a plan of action to deal with these issues before they happen. For example, if you have a part-time job and you know that you have tests or presentations coming up that will cause you stress, arrange with a co-worker to trade hours.
- Get organized. Knowing where you put your belongings and when assignments are due saves last minute panic.
- Get active. Even 15 to 30 minutes of physical activity can help you to relax. Try taking a walk around the block.

By using **positive** self-talk, you can

teach yourself to **look within** for strength

- Try other strategies to relax, and figure out what works best for you. For example, you might try breathing deeply, writing in a journal, listening to music, or taking a bath.
- Learn to say no when appropriate. This can keep you from getting too busy.
- Recognize that you can't control every situation and keep your sense of humour. Laughter is a great stress reliever.
- Use self-talk to affirm your choices and goals, and overcome challenges in your life. There are two voices you use in your internal dialogue with yourself: while the negative voice says, "no, I can't do this," the positive voice says, "yes, I can do this." For every negative thought, you can create an affirming statement that will cancel out the no voice. By using positive self-talk, you can teach yourself to look within for strength. For example, if your peers are challenging you to try something that is against your beliefs, say to yourself, "I make up my own mind. I choose what's best for me."
- Call on a friend or family member for support. Talking about your feelings with a trusted friend can help you to relax and also allows you to strategize together about ways to deal with stressful situations.

Financing

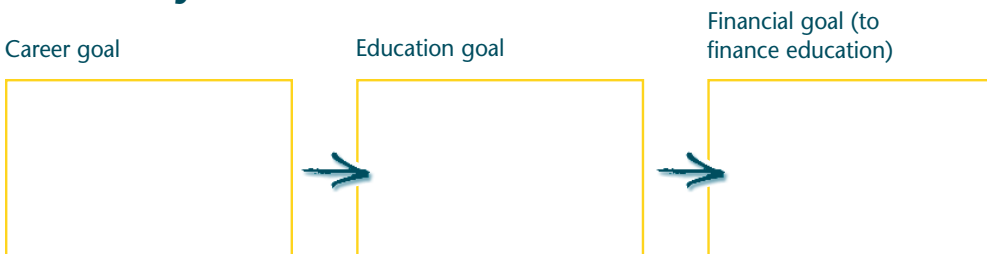
Your Post-secondary Education

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AS YOU BEGIN PLANNING your post-secondary education, it's important that you and your family consider the financial costs and begin saving for the future. Talk with your parents about post-secondary options and how you can work together to finance your post-secondary education. You may want to use the following activity sheet to create an action plan for meeting financial goals.

Activity: Financial Goals



How much money will I need per year?

How many years?

Where can I find more information about planning and saving for my post-secondary education?

- _____
- _____
- _____

What can I do during my post-secondary training to meet my financial goals?

- _____
- _____
- _____

Action plan to meet my financial goal; What can I do now?

- _____
- _____
- _____

Adapted from the Government of Alberta, *Kindergarten to Grade 9 Health and Life Skills: Guide to Implementation* (Edmonton, AB: Alberta Learning, 2002), p.C.46.

CONTINUED ON NEXT PAGE

Sources for Financing Post-secondary Education

THERE ARE MANY SOURCES of funding for post-secondary education. In addition to your own savings and your parents' contributions, you may be eligible for scholarships, grants or bursaries; federal and provincial loans; or bank loans. At this stage of your education, the key is to start investigating these sources of funding now. Conduct some research by reading, talking to a financial advisor and exploring online websites. You can find out more information about options such as scholarships and loans at www.alis.gov.ab.ca, www.canlearn.ca, or www.tradesecrets.org.

Scholarships

There are lots of scholarships available, if you know where to look and start investigating early. Governments, school boards, schools, post-secondary institutions, industry, businesses and community organizations all offer scholarships. Most of these scholarships are awarded based on academic achievement, sometimes in combination with other factors such as community service.

For example, in Alberta, students can earn up to \$2,500 toward their post-secondary education through Alexander Rutherford Scholarships. These scholarships are awarded to students when they enroll in post-secondary institutions and have earned an 80% average in five designated high school courses (one of which must be a language arts course) in at least one grade in high school. Students typically apply for the Alexander Rutherford Scholarship in the spring of their grade 12 year, and the award is paid during the first semester of post-secondary studies.

If you are interested in an apprenticeship program, you may be eligible for the Alberta Apprenticeship and Industry Training Board Registered Apprenticeship Program Scholarship, known as the RAP Scholarship. This scholarship provides \$1,000 for up to 50 high school students who have participated in RAP and wish to continue into a regular apprenticeship program after finishing high school.

There are many more scholarships available. It's a good idea for you and your parents to start researching potential scholarships as early as possible. The True/False quiz below will help you rate your understanding of scholarships.

Activity: Scholarship Quiz (See answers below)

Statement	True	False
1. Competition for scholarships is too fierce.	_____	_____
2. You have to have an extraordinary talent to get a scholarship.	_____	_____
3. You can apply for scholarships and a student loan for the same school year.	_____	_____

3. TRUE – You can apply for as many sources of funding as you feel are necessary.

2. FALSE – With the variety of scholarships available, it's a matter of doing some investigation to find out where you can apply. Some good places to start your search include your own community league, church and school.

1. FALSE – The fact is that there are many scholarships to apply for, so start your search and start applying!



Family Contributions

Some families use programs like Registered Education Savings Plans (RESP) to save for their children's education. In an RESP, the money contributed grows tax-free until you are ready to go to a post-secondary institution. Talk to your parents about whether they are able to contribute to your post-secondary education through an RESP or other sources.

Student Savings

You may be able to contribute to your own education by making and saving money from a summer or part-time job. Look for jobs that will expose you to different types of work. You may also want to save some of your allowance, birthday money, investment, or other money you make. This money is a good way to start saving.

Other Grants and Bursaries

The provincial and federal governments give grants and bursaries such as the Alberta Opportunities Bursaries, Canada Millennium Bursaries, Canada Study Grants, French Fellowships for students enrolled in full-time studies in French, and others. Unlike loans, grants and bursaries do not need to be repaid upon graduation. Most grants and bursaries are awarded to students based on high financial need. Some have other requirements as well. Students are automatically considered for some of these awards when they apply for a student loan, others require a separate application form.

Government Student Loans

Depending on your situation, you may be eligible to receive student loans sponsored by the provincial and federal governments. These loans are available to full-time students who have financial need and who are attending a certified post-secondary institution. While in school, you do not have to make payments on your government student loans, but they must be repaid like any other loan once you complete school.

Bank Student Loans

Loans issued directly from a bank or other financial institution may be another alternative if you don't qualify for a government sponsored student loan.



Final Words

HIGH SCHOOL IS A TIME OF OPPORTUNITY AND CHANGE. It's just one of many new beginnings you'll have throughout your life. It's a chance to discover the activities you are best at and to explore the different careers open to you. Some careers for which you're preparing yourself do not even exist yet! You may be the one to pioneer a new career path that many will follow.

Planning early for your post-secondary education and for that future career can have great rewards. Follow these four steps to prepare for the years ahead.

1. Conduct an inventory of your interests and skills.
2. Conduct a search for careers that use those interests and skills.
3. Start to plan an educational path based on your research.
4. Begin a savings plan.

Working through this booklet is a good beginning to planning your future. Good wishes on your journey.

Don't be afraid to **explore**; Without explorations there can be no **discoveries**

Deng Ming-Dao



Resources

Websites

Publications

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for more information

THE FOLLOWING list of websites and publications offers a wide variety of career, post-secondary program and institution information, and various options for financing your education.

www.alis.gov.ab.ca

The Alberta Learning Information Service website provides career, learning and employment information and services. The video *"Street Cents - Saving for School"* is available on this website.

www.learning.gov.ab.ca

This Government of Alberta website provides information on curriculum and access to listings of post-secondary institutions.

www.tradesecrets.org

The Alberta Apprenticeship and Industry Training website provides information about trades and designated occupations in Alberta.

www.canlearn.ca

This Government of Canada interactive website provides information about post-secondary opportunities, learning strategies and financial planning. The website also includes information about the National Student Loans Service Centre.

www.hrsdc-rhdcc.gc.ca

This Human Resources and Skills Development Canada website provides links to job search and career development programs and services.

www.millenniumscholarships.ca

The Canada Millennium Scholarship Foundation website provides information on Millennium Scholarships.

www.lrc.learning.gov.ab.ca

The Learning Resources Centre (LRC) website lists resources such as *Make School Work for You* and *What's Next: Planning and Financing Your Post-secondary Education* that are available for purchase through the LRC. You can also phone 780-427-5775 (for toll-free access within Alberta, dial 310-0000).

**Student Learning-Career Planner Information Booklet
Senior High Planner, 2000**

A short booklet published by the Government of Alberta that teens can use to begin or continue their career planning. Available at www.learning.gov.ab.ca/k_12/curriculum/other.asp

Make the most of your high school years

so you'll have as many **opportunities**

as possible in the **future**

Time to Choose...a post-secondary education program

A booklet published by Alberta Human Resources and Employment to help teens research post-secondary options in Alberta and plan for their future education. Available at www.alis.gov.ab.ca and clicking on *e-CareerShop Catalogue*.

Employability Skills 2000+ Brochure

A pamphlet that describes skills that future employees will need to have to be successful in the workplace. Published by the Conference Board of Canada and available at www.conferenceboard.ca

www.nextsteps.org

This website links to the City of Calgary's employment and career development website for youth.

www.schoolnet.ca

This Government of Canada website provides learning resource and e-learning information.

www.cba.ca

The Canadian Bankers Association website provides advice and resources related to financial planning for post-secondary education.

www.careerccc.org

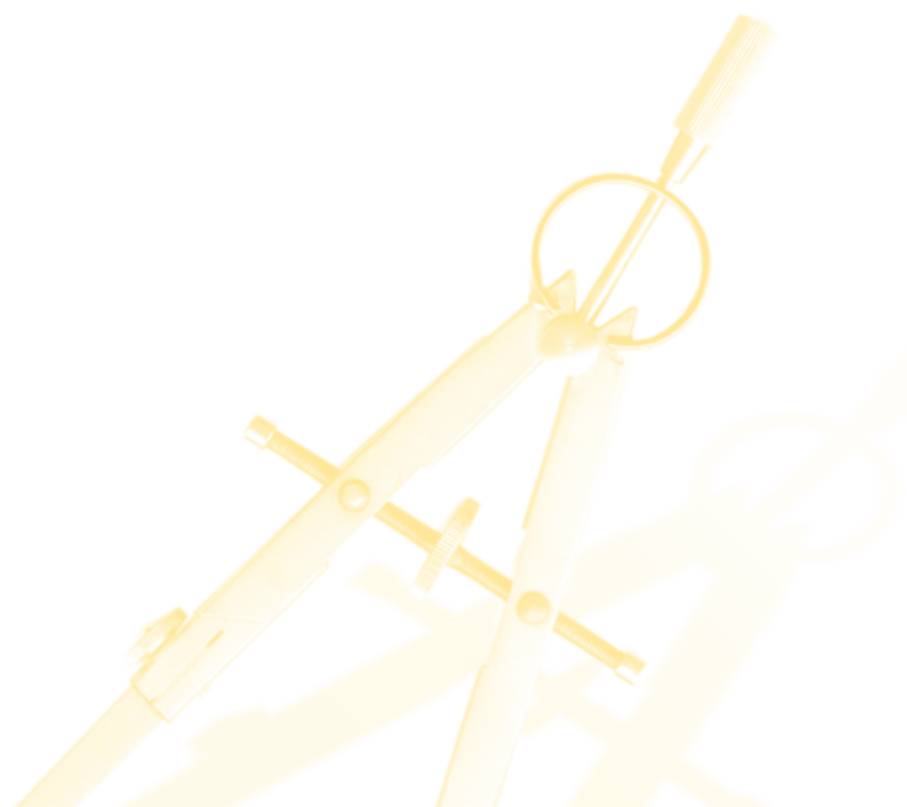
The Canada Career Consortium website provides information on exploring and building work skills and career planning.

www.fac-aec.gc.ca

The Foreign Affairs Canada website provides information on studying abroad.

www.workinfont.ca

This website is sponsored by Human Resources and Skills Development Canada and provides access to the Canadian Web portal for education and job opportunity information.



Notes

KNOW YOUR STRENGTHS, DISCOVER YOUR WEAKNESSES, SET GOALS, MANAGE YOUR TIME, TAKE CARE OF YOURSELF, MANAGE YOUR ABILITIES, EXPLORE CAREER PATHS

P A G E

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Alberta. Alberta Advanced Education. Learner Services Branch.
Planning for post-secondary studies : grade nine student guide.
ISBN 0-7785-2560-0

1. Education, Higher - Alberta - Planning. 2. Educational Planning - Alberta. I. Title.
LC91.2.A3.A333 2004 379.154

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Various websites are listed in this document. These sites are listed as a service only. Individuals using the sites are responsible for evaluating the relevance and accuracy of the information.



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For more information
on planning for post-
secondary studies, visit
www.alis.gov.ab.ca