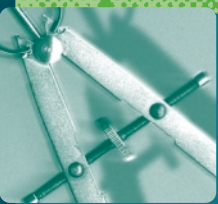


# Planning for

## Post-Secondary Studies

12

GRADE TWELVE STUDENT GUIDE  
PLAN DISCOVER EXPLORE PLAN DISCOVER



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

G R A D E

T W E L V E

S T U D E N T

G U I D E





# DISCOVER

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# Introduction

**Some** say that there are times in life when you are "standing on the threshold." Well, grade 12 is a perfect example. Reaching and graduating from grade 12 marks a major transition. It is a time for reflecting on the learning experiences you have had, and for celebrating hard work and success. As you "stand on the threshold", you need to know that there are many paths open to you. Grade 12 may mark the end of high school education, but it marks the beginning of post-secondary opportunities.

Being prepared for this transition is all about planning: researching careers, understanding options for post-secondary education, and developing a plan to pay for post-secondary study.

This booklet contains activities and information to help you work through all of these steps, from reflecting on your interests and abilities, to setting goals, to learning about post-secondary education options, and finally, to considering ways to finance your choice.

...know that there are many paths open to you.



# 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 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

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---

List 4 everyday things you do well

---

---

List 2 things you could teach someone else

---

---

List 10 positive words to describe yourself

---

---

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---

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

**P**ART 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



KNOW YOUR STRENGTHS. USE THEM TO BE SUCCESSFUL. AND STAY HEALTHY. GET ORGANIZED. MAKE EVERY CLASS COUNT.

PAGE

4

ABILITIES. EXPLORE YOUR STRENGTHS. AND USE THEM TO BE SUCCESSFUL. AND STAY HEALTHY. GET ORGANIZED. MAKE EVERY CLASS COUNT.





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 options

02



**B**Y GRADE 12, YOU PROBABLY ALREADY HAVE some ideas about specific careers you're interested in pursuing, but 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](http://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](http://www.alis.gov.ab.ca) and Human Resources and Skills Development Canada at [www.hrsdc-rhdcc.gc.ca](http://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.

Often, though, the best way to learn about your different career choices and preferences is to try different things. Remember that career development is a lifelong process that encompasses hobbies, leisure activities, volunteer activities and schooling, in addition to paid employment. During junior and senior high school you've probably started exploring career options through activities such as work experience, volunteering and extra-curricular activities. If you haven't already, begin this exploration now.

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.





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

# direction

## **A**ctivity: Exploring Career Options

'Career options' means:

---

---

The **personal skills** I have that will help me explore a variety of career options are:

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

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

---

---

---

Three 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:

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---

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

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---

These examples show my **skills** and **interests** because:

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

---

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# Developing a learning and career plan

**A**t THE BEGINNING OF GRADE 12, you need to make and put into action a learning and career plan that outlines important steps, such as researching the application deadlines for post-secondary institutions and scholarships, and applying on time. Use the *Making a Learning and Career Plan* activity as a starting point. This chart lists some of the key steps you'll need to take to develop an effective plan. If you have already accomplished the task, put today's date in the "Date Completed" column. Add any other steps you can think of in the blank rows at the end.

## Activity: Making a Learning and Career Plan

<u>Task</u>	<u>Reason</u>	<u>Date Started</u>	<u>Date Completed</u>
Identify your skills.	<i>Your skills are the key to finding a job that is right for you.</i>	_____	_____
Make a list of activities you do each day.	<i>These activities help build the skills you need for the job you want.</i>	_____	_____
Research careers you might be interested in and make a list of 3 or 4.	<i>Knowing the responsibilities, rewards, skills and education involved with different careers will help you narrow down your choices.</i>	_____	_____
Match the academic and skills requirement for each career with your own list of skills.	<i>Charting requirements will help you identify the suitability of a career and identify areas you need to work on.</i>	_____	_____
Consider jobs or volunteer opportunities that could give you some experience with the careers of your choice.	<i>Brainstorming a list of possibilities will help make you ready to take advantage of opportunities.</i>	_____	_____



Task	Reason	Date Started	Date Completed
Use community and part-time work experience to gather new skills and strengthen existing skills.	<i>Gaining first-hand experience will give you a better sense of which jobs are the best options for you.</i>		
Find out whether there is a job-shadowing or work experience program at your school.			
Update the information you have about the careers several times during the year.	<i>Requirements change sometimes due to emerging economic trends or changing requirements at post-secondary institutions.</i>		
Celebrate your new skills by writing them down in a notebook and sharing them with others.	<i>Taking the time to reflect on and enjoy successes will give you the confidence and self-knowledge to pursue your career goals.</i>		
Research post-secondary programs related to your career choices.	<i>There may be options you have not explored.</i>		
Find out application deadlines for post-secondary programs and scholarships.	<i>Many deadlines are early in the year and missing them can be costly.</i>		
Other _____			
_____			
_____			
_____			
_____			



# Reviewing and Updating Academic Goals

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

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: \_\_\_\_\_

**M**y term report shows that I did well in the following areas. I would like to maintain my marks in these areas.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**S**ome of the things I did that helped me achieve the marks I wanted are:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**M**y term report 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:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**M**y new goals for the coming year are:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**I have reviewed my academic goals.**

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

# Post-secondary education

04

## Benefits of Post-secondary Education

**E**VERY 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 or university, a technical school, an apprenticeship training program or elsewhere.

The 21st century is a time of rapid change. In this century, an estimated two-thirds of all new jobs will require post-secondary education (Canadian Bankers Association, *Saving for Your Children's Education*, 2000). New ideas and technological innovation will demand new job skills. 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. Planning now for your transition from high school to post-secondary education will help to ensure you have satisfying work options in the future.

PAGE

1

BE SUCCESSFUL AT SCHOOL, BE HEALTHY, GET ORGANIZED, PLAN YOUR ACADEMIC GOALS  
KNOW YOUR STRENGTHS, IDENTIFY YOUR SKILLS AND ABILITIES

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

## Options for Post-secondary Education

**T**HERE 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](http://www.learning.gov.ab.ca) and go to the *Post-Secondary Institutions* page.

The chart on page 12 provides a general overview of the types of post-secondary institutions in Alberta and a description of the kinds of programs offered by each one. Deciding on which school is right for you will depend on a lot of things, including the type of job you want when you graduate, the subjects you want to study, how long you're prepared to spend in school, where you want to attend school, and the qualifications you want to earn at the end of your studies.

*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. For more information, visit [www.alis.gov.ab.ca](http://www.alis.gov.ab.ca) and click on *e-CareerShop Catalogue*. Use these and other sources to begin researching possible post-secondary education and career paths. You can keep track of the information you gather in the chart on page 13.

QUOTE:  
CANADIAN BANKERS  
ASSOCIATION

CONTINUED ON NEXT PAGE



**TYPE OF INSTITUTION****INSTITUTIONS IN ALBERTA****Universities**

**Offer** a wide range of undergraduate degree programs, as well as a range of graduate studies

University of Calgary  
 University of Alberta  
 University of Lethbridge  
 Athabasca University (distance learning)

**Publicly funded colleges**

**Offer** academic upgrading, apprenticeship, certificate, diploma, university transfer and applied degree, and degree completion opportunities

Alberta College of Art and Design (Calgary)  
 Bow Valley College (Calgary and southern Alberta)  
 Grande Prairie Regional College  
 Grant MacEwan College (Edmonton)  
 Keyano College (Fort McMurray)  
 Lakeland College (Vermilion, Lloydminster and Sherwood Park)  
 Lethbridge Community College  
 Medicine Hat College  
 Mount Royal College (Calgary)  
 NorQuest College (Edmonton and surrounding areas)  
 Northern Lakes College (Slave Lake, Grouard and northern Alberta)  
 Olds College  
 Portage College (Lac La Biche and northeastern Alberta)  
 Red Deer College

**Technical institutes**

**Offer** certificate, diploma, applied degree, apprenticeship

Northern Alberta Institute of Technology (Edmonton)  
 Southern Alberta Institute of Technology (Calgary)

**Private colleges**

**Offer** specific degrees at the university level

Canadian University College (Lacombe)  
 Concordia University College (Edmonton)  
 DeVry Institute of Technology (Calgary)  
 The King's University College (Edmonton)  
 Nazarene University College (Calgary)  
 Taylor University College and Seminary (Edmonton)

**Private vocational schools**

**Offer** vocational training to provide graduates with basic skills for a specific occupation

There are over 140 private training institutions in Alberta

**Community consortia**

**Offer** educational opportunities - such as business, academic, administration, trades, nursing and university transfers - for residents in communities not served directly by a single institution; these opportunities may change from year to year, depending on the needs of students

Big Country Educational Consortium (serves Drumheller, Hanna, Stettler, Three Hills, Oyen, Youngstown, Cereal)  
 Chinook Educational Consortium (serves Crowsnest Pass, Pincher Creek, Claresholm)  
 Pembina Educational Consortium (serves Drayton Valley, Rocky Mountain House, Whitecourt, Fox Creek, Westlock)  
 Yellowhead Region Educational Consortium (serves Hinton, Edson, Grande Cache, Jasper)





## Activity: Post-secondary Research Chart

### WHAT ARE MY ACADEMIC AND CAREER INTERESTS?

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### 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 \_\_\_\_\_



05

## Being Successful at School

**D**OING 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. Marks in grade 12 are often particularly important. There are a number of ways you can make sure you do your best at school in your final year. 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 10 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 she or he will be using for the year and use this information to plan your study time.
- Time yourself so you gain an understanding of how long it takes you to do certain tasks.
- Keep all of your supplies and learning materials, such as pen, pencil, paper, calculator and textbooks, in the same place all the time.

➤ 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](http://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.

Make sure you do something  
you enjoy every single day

## **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.
- 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.
- Recognize that you can't control every situation and keep your sense of humour. Laughter is a great stress reliever.
- 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.

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

teach yourself to look within for **strength**

- 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."





# Financing

## Your Post-secondary Education

PAGE

17

**A**S YOU CONTINUE PLANNING your post-secondary education, it's important that you and your family consider the financial costs and develop a plan to pay for post-secondary schooling. Talk with your parents about post-secondary options and how you can work together to finance your post-secondary education.

RESEARCH - READ, TALK TO A FINANCIAL ADVISOR, EXPLORE ONLINE

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 and applying for funding as soon as possible: **application deadlines may be earlier than you think**. 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](http://www.alis.gov.ab.ca), [www.canlearn.ca](http://www.canlearn.ca), or [www.tradesecrets.org](http://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 a maximum of \$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 following True/False quiz will help you rate your understanding of scholarships.

CONTINUED ON NEXT PAGE

## 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.	_____	_____

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

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.

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

### Family Contributions

Talk to your parents about how much they are able to contribute to your post-secondary education.

### Student Savings

You may be able to contribute to your own education with money saved from a summer or part-time job, allowance, birthday money, investments, or other sources.

### Other Grants and Bursaries

The provincial and federal governments give grants and bursaries, such as:

- Alberta Opportunities Bursary - for first or second year students who qualify for a government student loan, demonstrate high financial need and are attending post-secondary studies at a participating Alberta institution
- Canada Millennium Bursary - up to \$3,000 per year for undergraduate students who qualify for a government student loan, demonstrate high financial need, and are enrolled in their second or subsequent year of undergraduate studies at a recognized institution in Canada
- Canada Study Grants - for students with permanent disabilities, female doctoral students and high-need students with children or other dependants, whose needs are not met through scholarships and student loans
- Maintenance Grants - for disadvantaged students
- Fellowships for Full-time Studies in French - up to \$500 per semester for students enrolled in full-time studies taught in French.

Unlike loans, grants and bursaries do not need to be repaid upon graduation. Most grants and bursaries are awarded to students based on financial or other special needs. Students are automatically considered for the awards listed above when they apply for a student loan, except for the French Fellowships which require a separate application form.

## **Financial Support** for Aboriginal Students

Financial support for post-secondary studies is available to Inuit and Status Indian students living on or off reserve in Canada through the Department of Indian Affairs and Northern Development (DIAND). To qualify for this support, students must be identified as Status Indians under the federal *Indian Act*. Most individual First Nations bands establish their own criteria for selection. Students who are status and on a band list can contact their own band administrative office for more information. Policies and programs vary across the country and across the province. Additional information on specific benefits available is also available from regional and district offices of DIAND, Health Canada, First Nations band offices and tribal councils.

The Métis Nation of Alberta provides funding for Métis students entering or returning to post-secondary studies. For more information, contact the Métis Nation of Alberta at 780-423-2237.

In addition, the current directory *Scholarships, Bursaries and Awards for Aboriginal Students* lists over 500 sources of funding available to Aboriginal students entering or returning to post-secondary studies. For a copy of the directory, visit:

[http://collection.nlc-bnc.ca/100/200/301/inac-ainc/scholarships-e/sbaas\\_e.pdf](http://collection.nlc-bnc.ca/100/200/301/inac-ainc/scholarships-e/sbaas_e.pdf).

## **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. Government student loans must be repaid like any other loan, but they are interest- and payment-free until the student leaves 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.

It's important that you and **your family** develop  
a plan to pay for **post-secondary** education



# Final Words

**L**EARNING IS A LIFELONG PROCESS. Graduation from high school is not the end, it's just one of many new beginnings you will have throughout your life. Finding a career that makes you happy will help make learning part of your daily life. Each step you take toward finding your career helps to build you as a person, and helps to define the activities that you are best at. As you explore different careers, you will be prepared for changes in the economy and in the world, changes that affect everyone and every career. Some careers for which you are preparing yourself do not even exist yet! You may be the one to pioneer a new career path that many will follow.

Thank you for reading through this booklet. Remember, taking the following four steps will help prepare you for future learning and employment.

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

Working through this booklet is a good beginning to developing your career. Good wishes on your journey.

EXPLORE





# Resources

## Websites

## Publications

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for more information

**T**HE 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](http://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](http://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](http://www.tradesecrets.org)

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

### [www.canlearn.ca](http://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](http://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](http://www.millenniumscholarships.ca)

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

CONTINUED ON NEXT PAGE



[www.lrc.learning.gov.ab.ca](http://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**

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](http://www.learning.gov.ab.ca/k_12/curriculum/other.asp)

**What's Next: Planning and Financing Your Post-secondary Education**

A Government of Alberta publication that outlines initial steps for deciding on a post-secondary program and institution, and discusses various options for financing. Available at [www.alis.gov.ab.ca](http://www.alis.gov.ab.ca) and click on *Students Finance*, then *Guides and Publications*.

**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](http://www.alis.gov.ab.ca) and click on *e-CareerShop Catalogue*.

**Employability Skills 2000+ Brochure**

A pamphlet that describes skills that future employees will need to be successful in the workplace. Published by the Conference Board of Canada and available at [www.conferenceboard.ca](http://www.conferenceboard.ca)

[www.careerccc.org](http://www.careerccc.org)

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

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

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

[www.fac-aec.gc.ca](http://www.fac-aec.gc.ca)

The Foreign Affairs Canada website provides information on studying abroad.

[www.nextsteps.org](http://www.nextsteps.org)

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

[www.workinfont.ca](http://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.

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

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



# Notes

KNOW YOUR STRENGTHS, DISCOVER YOUR SKILLS, AND ABILITIES, EXPLORE CAREER PATHS  
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KNOW YOUR STRENGTHS, DISCOVER YOUR SKILLS, AND ABILITIES, EXPLORE CAREER PATHS

BE SUCCESSFUL

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BE HEALTHY

Alberta. Alberta Advanced Education. Learner Services Branch.  
Planning for post-secondary studies : grade twelve student guide.

ISBN 0-7785-3774-9

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

**For further information, contact:**

Alberta Advanced Education  
Learner Services Branch  
9th Floor, Sterling Place  
9940 - 106 Street  
Edmonton, Alberta T5K 2V1

Telephone: 780-427-9726

Fax: 780-422-4517

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](http://www.alis.gov.ab.ca)