

Career Life Education (CLE) 12

Course Outline/Scope and Sequence

Introduction to Career Education:	A person's career is considered their "journey" through life, and the Career Education curriculum offers students the opportunity to pursue this journey in personally meaningful and goal-oriented ways. Career-life development with intent is the ongoing process of self-discovery, growth in competence, and learning from experiences in educational, work-related, and personal life contexts. The Career Education curriculum supports students in becoming successful, educated citizens by helping them learn how to effectively manage their life journey toward preferred future possibilities. This area of learning requires students to identify and develop their personal interests, passions, and competencies. Students reflect on learning experiences in school and community, build confidence through their contributions, and explore multiple career-life roles and choices. The curriculum fosters lifelong learning, beginning in kindergarten and continuing through to graduation and beyond.	
Students are expected to:	Content:	Activities Grade 12:
Examine	Consider how their influence on values, actions, and preferred futures Analyze internal and external factors to inform personal <u>career-life choices</u> for post-graduation planning Assess personal transferable skills, and identify strengths and those skills that require further refinement Explore and evaluate personal strategies, including social, physical, and financial, to maintain well-being	Reflect Discuss with others Goal setting Survey's Tours Shadowing Interviews Presentations
Interact	Collaborate with a <u>mentor</u> to inform career-life development and exploration Engage with personal, education, and employment networks to cultivate <u>post-graduation resources</u> and social capital Create and critique personal and public profiles for self-advocacy and marketing purposes Demonstrate and reflect on inclusive, respectful, and safe interactions in multiple <u>career-life contexts</u>	With themselves With their peers With their teachers With presenters With community With employers With PSI's
Experience	Explore possibilities for preferred personal and education/employment futures, using creative and innovative thinking Identify and apply preferred approaches to learning for ongoing career-life development and self-advocacy Engage in, reflect on, and evaluate <u>career-life exploration</u>	myBlueprint activities Personality survey Peer mentoring Post Secondary Institute Tour Work BC Try-A-Trade UBCO Campus Work BC BC Federation of Labour Career Spotlights Job Shadowing MADD Student-for-a-day TRU Campus Skills Canada Some will experience RCMP camp Capstone presentations
Share	Reflect on experiences in school and out of school, assess development in the Core Competencies, and share highlights of their learning journey Design, assemble, and present content learned	myBlueprint content– reflection additions, goal setting Assignments Capstone project
Assessment and Evaluation	myBlueprint submissions Assignments Participation on fieldtrips Capstone presentation A – 86-100 B – 73-85 C+ - 68-72 C – 60-67 C- - 50-59 D – 0-49	

Students are to:	Attend:	Dates:	Activities:
	myBlueprint Sessions	October - please listen to announcements for upcoming dates and times for events and presentations. November December January February March April May June	Career Contact • Goal setting term 1 • OC grad presentation • PSI tour • Tolko Experience • Dual credit night -Salmon Arm and Armstrong • Interior Health Presentation • Green jobs in forestry • Work Safe BC • Interior health fieldtrip • Centre for Arts and Technology • Forestry/Wildfire Day • TRU fieldtrip Career Contact • Reflection Core Competencies#1 • TA Structures spotlight • Food Science UBCO lab at Fortune • University of Calgary • Avalanche Canada • Hairdressing Open House • PSI presentation Indigenous • Jill of All Trades Vernon • Sparkling Hill spotlight • PSI worksheet (hand in) • Applications to dual credit programs – for post graduation Career Contact • Goal setting term 2 • Food Safe • RCMP visit (TBA)/ RCMP Camp applications • OC Vernon and Kelowna tours (TBA) • TRU presentation • Applications to dual credit programs – for post graduation Career Contact • Reflection Core Competencies#2 • Budget worksheet (hand in) • Application to dual credit programs – for post graduation Career Contact • Goal Setting term 3 • PC1 Open house (TBA) • ACRT Open house (TBA) • Experience UBCO (TBA) • Scholarship Resumes (hand in) • Applications to dual credit programs – for post graduation Career Contact • Thank you, letters (hand in), Career Contact • Reflection Core Competencies#3 • Capstone presentations • Apply to dual credit programs Career Contact • Goal setting term 4 • RCMP camp (TBA) Career Contact • Reflection Core Competencies#4

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Let's Get Started:

1. Students visit www.myBlueprint.ca/sd83, and click on **SCHOOL Account Log In**
 - Enter your SD 83 log in credentials and click Sign In.

NOTE: You should be participating in school-based Career activities/presentations or fieldtrips throughout the year (various Trades Spotlights and Post-Secondary Institute tours). When you have completed an activity, create a box in your "About Me" grade 12 portfolio, with the title of the specific activity. Add a reflection on what you have learned during this activity. Listen carefully to the morning announcement for information about upcoming Trade activities.

OCTOBER

NOTE: The **Learning Styles, Personality, Interests, Knowledge, and Motivations** assessments must be completed before a student can complete the Compatibility surveys. They need to be added to your About Me portfolio and reflections added for each.

ACTIVITY #1: Compatibility Assessment

1. Select **Portfolios** from the tab menu in the home section.
2. Add a new portfolio (+ **Add Portfolio**) titled "About Me Portfolio" -Description – **Grade 12!** This portfolio will allow you to showcase your interests, passions, goals, and career interest.
**Each grade year students will create an About Me portfolio for that particular grade/year.*
3. Select **Who Am I?** From the left-hand navigation menu on your dashboard.
4. Find your **Occupation Matches**. To do this, click **Match Results**, and scroll down to view which Occupations you have been matched with based on your answers to the first five surveys. You can filter by Education Level and Career Cluster to help you find what interests you. Click **Load More** to see more results if you wish.
5. Complete **Compatibility** surveys for at least three **Occupation Matches** and review your results. "**Favourite**" and add attractive opportunities to your **Portfolio** (Note: a red heart on the icon indicates "favourite").
6. Select your **most attractive option** and click on the Occupation name to be taken to the **Occupation Planner**. Select the **Requirements** tab to view the requirements for this job. What level of education does this opportunity require?
7. Go to your **Grade 12** portfolio and find the box with your *most attractive* Occupation option. Write a brief **reflection** (How can I pursue this opportunity? How can I research this opportunity further? What steps do I need to take?).

ACTIVITY #2: Goal Setting for Term 1

1. Select **Home** from the navigation menu on the left-hand side of your screen. Then select the tab **Goals**.
2. Add **ONE (1) Academic Goal (short term, term 1)** and include an Action Plan for how you intend to achieve it. This can be around learning a new skill or to improve on a specific subject area.
3. Add this academic goal to your **About Me Portfolio**.

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4. Add **ONE (1) Other Goal (short term)** and include an Action Plan for how you intend to achieve it. This can be about anything else in your life that you would like to improve on.
5. Add this goal to **your About Me Portfolio**.

Note: You will write a brief **reflection** about your goal achievement progress at the end of term.

Do you have any Career Life Education experiences to add? If so, create a box in your **About Me Grade 12 Portfolio** and add a picture or symbol about your experience and add a reflection regarding your experience.

Hint: Did you participate in any Career events; attend a presentation, go on a fieldtrip, job shadow?

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NOVEMBER

ACTIVITY #1: Reflection of Core Competencies #1 – this is done with your “A” block teacher. This document can be found online, on A.L. Fortune website, under Careers.

1. Select **Home** from the navigation menu on the left-hand side of your screen. Then select the tab **Portfolios**.
2. Open your **Grade 12 portfolio**.
3. “Add” a box
4. **Title** this box – **Core Competency Term 1**, your **Description** should read: **Self Reflection**, then choose “Add Media”
5. **Take a picture of your Core Competency Reflection Sheet**, which you will complete with your classroom teacher, upload it!

ACTIVITY #2: Post-Secondary

1. Select **Post-Secondary** from the left hand navigation menu on your dashboard.
2. Select Apprenticeships, College/University or Workplace.
3. Find three opportunities from one or more pathways that interest you and click the heart icon beside the program title to add it to your list of **Favourites**. Use the **Smart Filters** to help narrow your results.
4. In the navigation menu, select **FAVOURITES** to review your selected opportunities (click on the **Apprenticeships/Programs or Workplaces** tab). Click the three grey dots to the right of the opportunities you favoured today, select the **Compare** button, and then click the blue **Compare** button at the top of the screen to view the opportunities side by side.
5. Consider and compare the following, also complete the attached Post secondary Program worksheet attached....
 - a. Location
 - b. Program Length
 - c. Tuition cost
 - d. Is there residence/cost?
 - e. Admission requirements
 - f. Related Occupations
6. In the navigation menu, select **FAVOURITES** and rank your top three post-Secondary opportunities by clicking and dragging them into the first, second, and third place spot.
7. Add your recently “favoured” opportunities to your portfolio (About Me Portfolio, grade 12) by clicking on the three grey dots to the right of the opportunity title and selecting the **Add** button.
8. Add a **reflection** to each of the three boxes in **your About Me Portfolio** (What is it about these opportunities that interests me? Why do I want to pursue this opportunity? What are the pros and cons of each one?).

HOMEWORK: Hand in your PSI worksheet to the Career Centre.

Do you have any Career Life Education experiences to add? If so, create a box in your **About Me Grade 12 Portfolio** and add a picture or symbol about your experience and add a reflection regarding your experience.

Hint: Did you participate in any Career events; attend a presentation, go on a fieldtrip, job shadow?

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Name (first and last) _____

	Post Secondary Program#1	Post Secondary Program#2	Post Secondary Program#3
Program name:			
What is the name of the college or university:			
PSI location (city):			
What is the program about:			
Length of program:			
Cost of tuition: Note if it is total cost or per semester/year.			
Residence cost:			
Admission requirements:			
I like this program because....			
I like this PSI because....			
The location of the PSI works for me because....			
If I finish this program, my credential awarded would be.....			

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DECEMBER

ACTIVITY #1: Goal Setting for Term 2

1. Select **Home** from the navigation menu on the left-hand side of your screen. Then select the tab **Goals**.
2. Go to your About Me Portfolio – write a reflection on the progress of your goals you set for term 1. Were you successful, what worked, what didn't, would you change anything?
3. If you have achieved your term 1 goal, please add a new **Academic Goal (one, short term, term 2)** and include an Action Plan for how you intend to achieve it. This can be around learning a new skill or to improve on a specific subject area. If you have NOT achieved your goal from term 1, your reflection should include a comment regarding your progress, any change in your "plan of attack", and any additional steps required to meet your target.
4. Add this academic goal to your **About Me Portfolio**, if you are reflecting, do so in the "Reflection" area in the box containing your term goal.
5. Add **ONE (1) Other Goal (short term)** and include an Action Plan for how you intend to achieve it for Term 2. This can be about anything else in your life that you would like to improve on.
6. Add this goal to **your About Me Portfolio**.

NOTE: You will write a brief **reflection** about your goal achievement progress at the end of each term.

HOMEWORK: Hand in your Occupational Comparison Chart to the Career Centre.

Do you have any Career Life Education experiences to add? If so, create a box in your **About Me Grade 12 Portfolio** and add a picture or symbol about your experience and add a reflection regarding your experience.

Hint: Did you participate in any Career events; attend a presentation, go on a fieldtrip, job shadow?

IMPORTANT REMINDER: For early graduates or those leaving to do a dual credit program

Before you leave for winter break, book your presentation time with Ms. Hall in the Career Centre for your presentation time in January—you need to have this booklet and your presentation completed by the end of first semester.

Are you interested in any **dual credit program after graduation?** A trade like electrical, plumbing, auto service, HVAC or welding? There is still an opportunity for some funding support. If you have any questions or would like an application, stop by the Career Centre.

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JANUARY

ACTIVITY #1: Reflection of Core Competencies #2 – this is done with your “B” block teacher. This document can be found online, on A.L. Fortune website, under Careers.

1. Select **Home** from the navigation menu on the left-hand side of your screen. Then select the tab **Portfolios**.
2. Open your **Grade 12 portfolio**.
3. “Add” a box
4. Title this box – **Core Competency Term 2**, your Description should read: **Self Reflection**, then choose “Add Media”
5. Take a picture of your **Core Competency Reflection Sheet**, which you will complete with your classroom teacher, upload it!

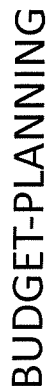
ACTIVITY #2: Budget

1. Complete the budget assignment sheet. This will be based on your plans and estimated income/expenses for your year following graduation. You will have to do some research in order to make it accurate; tuition amounts, rent, books, insurance, gas, food, all need to be validated
2. The budget document needs to go on your Capstone presentation board, and you should be prepared to discuss it.
3. In your grade 12 portfolio, create a box and upload a picture of your completed budget sheet. And a reflection: Discuss whether your budget has a deficit or surplus. Plans for surplus? How to will you deal with a deficit?

HOMEWORK: Hand in your completed Budgeting sheet to the Career Centre.

Do you have any Career Life Education experiences to add? If so, create a box in your **About Me Grade 12 Portfolio** and add a picture or symbol about your experience and add a reflection regarding your experience.

Hint: Did you participate in any Career events; attend a presentation, go on a fieldtrip, job shadow?



This is my budget for my first year after graduation. I am going to post-secondary, upgrading, GAP year then school, working (circle which applies to you).

[illegible]

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FEBRUARY

ACTIVITY #1: Goal Setting for Term 3

1. Select **Home** from the navigation menu on the left-hand side of your screen. Then select the tab **Goals**.
2. Go to your About Me Portfolio – write a reflection on the progress of your goals you set for term 2. Were you successful, what worked, what didn't, would you change anything? Your semester classes are over, does this impact your area of improvement?
3. Add a new **Academic Goal (one, short term, term 3)** and include an Action Plan for how you intend to achieve it. This can be around learning a new skill or to improve on a specific subject area.
4. Add **ONE (1) Other Goal (short term)** and include an Action Plan for how you intend to achieve it for Term 3. This can be about anything else in your life that you would like to improve on.
5. Add this goal to **your About Me Portfolio**.

NOTE: You will write a brief **reflection** about your goal achievement progress at the end of each term.

ACTIVITY #2: Scholarship Resumes

1. Select **Work** from the navigation menu on your dashboard, click on **Resumes**.
2. Review the **Resume Guide** to learn more about effective resume building. Select **Back to Resume** in the top right corner of your screen to return to building your resume. Also, research online, about Scholarship resume writing. A resume for a scholarship is a document focusing on your education and academic achievements. It includes your career objective and presents your skills and professional experience. It also highlights your achievements and awards. Your objective should give the reader a clear indication of your plans for the year after graduation. Another big focus is your volunteer activities.
3. **Create a new resume** or **add** to your resume from grade 11. Reminder you may want to title your resume for scholarship differently. If you haven't already, update or add your **Contact** information; fill in the **Objective, Education, Volunteer Experience**, and any other sections you feel you need. When you print your resume, it will only print what you have populated.
4. You can "switch" the order of appearance of your sections....your objective should be first, followed by volunteer work, awards, skills, hobbies, work experience. References belong at the end. If you are unsure, google some examples. Your objective can be a paragraph...remember that it should be very clear what your path post secondary is going to be. Remember this is a Scholarship resume and donors are wanting to know how their money will be spent; are you a good investment for them?

HOMEWORK: Print a copy of your resume and hand it in to the Career Centre. Be sure the resume you hand in is one that is truly useable. Reminder, the scholarship resume will go on your poster board for the Scholarship Tea and many scholarship applications require a copy of one. Be sure you proofread!

Do you have any Career Life Education experiences to add? If so, create a box in your **About Me Grade 12 Portfolio** and add a picture or symbol about your experience and add a reflection regarding your experience.

Hint: Did you participate in any Career events; attend a presentation, go on a fieldtrip, job shadow?

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MARCH

ACTIVITY #1: Thank You Letters

1. Select **Work** from the navigation menu on your dashboard, click on **Cover Letters**.
2. Select the **Cover Letter Guide** and review the **Guidelines and Tips** to learn more about effective Cover Letter building.
3. Write a **Thank You letter** in cover letter format to the donor of a scholarship that is offered at ALF. Stop by the Career Centre if you are unsure of who to address your letter to; however, there is a PAC scholarship and also an A.L. Fortune Staff Bursary so you could address to either.
4. Select **Cover Letters** in the “**Work**” section from the navigation menu. From here, complete **all the fields**: Your Information, Recipient (who the scholarship is from), Information, Paragraph 1 (thanking them for the opportunity), Paragraph 2 (your future plans and how “their” money will be spent), Paragraph 3 (thanking them specifically for your award), and Closing (regards, and your name). Check for spelling mistakes and be professional with your grammar.
5. Click Preview Cover Letter in the bottom right corner of the screen to review formatting options. When you’re satisfied with the presentation, save it to your About Me – grade 12 portfolio.

HOMEWORK: Print a copy of your Thank You letter and hand it in to the Career Centre.

Do you have any Career Life Education experiences to add? If so, create a box in your **About Me Grade 12 Portfolio** and add a picture or symbol about your experience and add a reflection regarding your experience.

Hint: Did you participate in any Career events; attend a presentation, go on a fieldtrip, job shadow?

ACTIVITY #2: Proofread your year

1. Select **Home** from the navigation menu on the left-hand side of your screen. Then select the tab **Portfolios**.
2. Open your **Grade 12 Portfolio**.
3. **Review** your year of boxes, additions, reflections. **Please be sure you handed in all required assignments to the Career Centre: PSI worksheet, Occupation Comparison worksheet, Budget worksheet, scholarship resume, thank you letter.**

Do you have any Career Life Education experiences to add? If so, create a box in your **About Me Grade 12 Portfolio** and add a picture or symbol about your experience and add a reflection regarding your experience.

Hint: Did you participate in any Career events; attend a presentation, go on a fieldtrip, job shadow?

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APRIL

ACTIVITY #1: Reflection of Core Competencies #3 – this is done with your “C” block teacher. This document can be found online, on A.L. Fortune website, under Careers.

1. Select **Home** from the navigation menu on the left-hand side of your screen. Then select the tab **Portfolios**.
2. Open your **Grade 12 portfolio**.
3. “Add” a box
4. Title this box – **Core Competency Term 3**, your Description should read: **Self Reflection**, then choose “Add Media”
5. Take a picture of your **Core Competency Reflection Sheet**, which you will complete with your classroom teacher, upload it!

ACTIVITY #2: Beyond Graduation

1. Select **Home** from the navigation menu, click on **Portfolio**
2. Choose your portfolio (About Me Portfolio – grade 12).
3. Click + **Add Box** and select **Add Journal** . Create a **Journal Entry**.
4. Write a **Journal Entry** to describe what your thoughts about your plans for after graduation. These plans could be postsecondary schooling, working, travelling. Included in your entry should be thoughts on the following:
 - a. What are you looking forward to?
 - b. What are you worried about?
 - c. What are two obstacles you may face?
 - d. How can you overcome these obstacles?
 - e. Who could you turn to for a support system and why?

ACTIVITY #3: Capstone Presentation

Prepare for the Career Life Education culminating activity of your Capstone presentation. Book your presentation time with Ms. Hall in the Career Centre – please note that you can make alternate arrangements but all presentations **must BE COMPLETED BY THE WEEK OF April 13, 2026 – April 17, 2026**

Presentation Requirements:

1. You are to create a presentation board/power point/scrapbook which will showcase your past and your future. Remember that you need a presentation board for Scholarship Tea so this might be a time where you could use it for both....hint – time saver! Boards for sale in Career Centre - \$4
2. Your myBlueprint About Me Portfolio – Grade 12 will be present, and you will need to show and discuss your Content so this booklet needs to be completed.
3. What makes you who you are? What are your interests and passions? Having pictures is a great idea.
4. What is next for you after graduation – work or school or travel or something else? If you are going to school – when, where, what are you taking, costs, how are you paying? If you are working or traveling – where, costs, plans?
5. Show your budget – what are your costs/how are you paying for next year?
6. Add your scholarship resume.
7. There is a sample available for you to look at in the Career Centre.

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MAY

ACTIVITY #1: Goal Setting for Term 4

1. Select **Home** from the navigation menu on the left-hand side of your screen. Then select the tab **Goals**.
2. Go to your About Me Portfolio – write a reflection on the progress of your goals you set for term 3. Were you successful, what worked, what didn't, would you change anything?
3. If you have achieved your term 3 goal, please add a new **Academic Goal (one, short term, term 4)** and include an Action Plan for how you intend to achieve it. This can be around learning a new skill or to improve on a specific subject area. If you have NOT achieved your goal from term 3, your reflection should include a comment regarding your progress, any change in your "plan of attack", and any additional steps required to meet your target.
4. Add this academic goal to your **About Me Portfolio**, if you are reflecting, do so in the "Reflection" area in the box containing your term goal.
5. Add **ONE (1) Other Goal (short term)** and include an Action Plan for how you intend to achieve it for Term 4. This can be about anything else in your life that you would like to improve on.
4. Add this goal to **your About Me Portfolio**.

NOTE: You will write a brief **reflection** about your goal achievement progress at the end of each term.

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JUNE

ACTIVITY #1: Reflection of Core Competencies #4 – this is done with your “D” block teacher. This document can be found online, on A.L. Fortune website, under Careers.

1. Select **Home** from the navigation menu on the left-hand side of your screen. Then select the tab **Portfolios**.
2. Open your **Grade 12 portfolio**.
3. **“Add” a box**
4. **Title** this box – **Core Competency Term 4**, your Description should read: **Self Reflection**, then choose **“Add Media”**
5. **Take a picture of your Core Competency Reflection Sheet**, which you will complete with your classroom teacher, upload it!

Congratulations, you have completed Career Life Education 12!