

HIGHLAND SECONDARY



Graduation Transition Plan

2017-2018

Name: _____

Due Date: January 26, 2018

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MY SHORT TERM GOAL(S):

Describe your short term goals for the year immediately following graduation

MY LONG TERM GOAL(S):

What are your long term career goal(s)? (e.g. My career goal is to become a Computer Technician)

Why is this career goal a good choice for you (e.g. I value working inside; I can repair things; I like technical drawings and diagrams)

Go to www.workbc.ca or www.itabc.ca for more information about career opportunities.

To achieve this career goal, I plan to go to:

- College
- University
- Training institute
- Other: _____

Education Plan Research

Now that you have attended the PSI Information Sessions and identified both your short and long term goals, research two post-secondary programs of your choice. Use the following Program Comparison Chart to compare the information you find. Additional information may be found on the following websites:

- www.educationplanner.bc.ca
- www.schoolfinder.com

	Program 1	Program 2
Institution		
Program Name		
Location		
Length of Program		
School Prerequisites		
Program Prerequisites		
Tuition		
Books and Supplies		
On Campus Housing?		
Cost of Housing		
Co-op Opportunities		
Application Deadline		

Which program do you prefer? Why?

Employment Plans Research

At some point in your life it is anticipated that you will embark upon a career pathway. A career may consist of many jobs over the course of your lifetime. It is estimated that most Canadians will have 10 to 15 jobs over the course of their lifetime. The knowledge and experience you gain as a result of these jobs will influence the decisions you make as you contemplate future employment opportunities.

List all of the work experience you have done through school or in your personal life.

How have these experiences shaped who you are? How would others define you as an employee?

List at least five (5) attributes that you believe employers in Canada are looking for in an employee.

As a new employee it is important that you understand the importance of the Employment Standards Act of BC. What is the purpose of this document?

By law, employers in British Columbia are required to make certain deductions from your pay cheque and remit those amounts to the federal government. Define the following terms:

CPP: _____

EI: _____

Income Tax: _____

According to the Employment Standards Act of BC what are the 10 things that your wage statement must include?

1) _____ 6) _____

2) _____ 7) _____

3) _____ 8) _____

4) _____ 9) _____

5) _____ 10) _____

What is the difference between gross pay and net pay?

What is the minimum wage in British Columbia: _____

Is the minimum wage in British Columbia the same for everyone? _____

If 'no' please explain: _____

Please complete the following weekly Time Card for an employee earning minimum wage (\$11.35) in BC.

Time Card

	Schedule	Regular	OT	Regular Pay	OT Pay
Monday	9:00 – 4:00	_____	_____	\$_____	\$_____
Tuesday	8:30 – 5:00	_____	_____	\$_____	\$_____
Wednesday	8:45 – 4:15	_____	_____	\$_____	\$_____
Thursday	8:30 – 6:00	_____	_____	\$_____	\$_____
Friday	7:50 – 3:20	_____	_____	\$_____	\$_____
Saturday	10:00 – 2:00	_____	_____	\$_____	\$_____
Totals		_____	_____	\$_____	\$_____

Total Gross Pay = \$_____

Less Deductions:

CPP (4.95%) \$_____

EI (1.63%) \$_____

BC Income Tax (5.06%) \$_____

Federal Income Tax (20.5%) \$_____

Total Net Pay: \$_____

HINTS: OVERTIME (OT) FOR ONE DAY

STARTS AFTER 8 HRS OF WORK.

OT FOR ONE WEEK STARTS AFTER

40 HRS OF WORK.

OT IS CALCULATED AT 1.5x THE

REGULAR RATE OF PAY.

Medical Services Plan

In Canada, public health insurance is available to eligible residents. Canadian citizens and permanent residents can apply for provincial health insurance. In British Columbia, public health insurance is called the Medical Services Plan (MSP). MSP covers the cost of medically-necessary insured doctor services. Three conditions must be met in order to qualify for MSP as a BC resident. List all three:

- 1) _____
- 2) _____
- 3) _____

Each month, eligible resident must pay a premium (rate) in order to remain enrolled in MSP. What is the current monthly premium for:

Children under the age of 19: _____

Dependent full-time post-secondary students enrolled in full time studies: _____

A person with an adjusted net income of more than \$42,000 annually: _____

Eligible residents with an adjusted annual net income of less than \$42,000 may qualify for Premium Assistance. MSP premiums are based on your annual net income from last year as confirmed by the Canada Revenue Agency. What is the current monthly premium for:

A person with an adjusted net income of:

\$0 - \$24,000 _____

\$24,001 - \$26,000 _____

\$26,001 - \$28,000 _____

\$28,001 - \$30,000 _____

\$30,001 - \$34,000 _____

\$34,001 - \$38,000 _____

\$38,001 - \$42,000 _____

Budget

Complete a financial plan for your first year after high school. Assume you will NOT be living at home.

Income

	Monthly	(x12)	Annual
Part-time work	\$ _____	→	\$ _____
Full-time work	\$ _____	→	\$ _____
Financial Support from parents	\$ _____	→	\$ _____
Savings already accumulated			\$ _____
Total Income			\$ _____

Expenses

	Monthly	(x12)	Annual
Food	\$ _____	→	\$ _____
Clothing	\$ _____	→	\$ _____
Housing (rent or room & board)	\$ _____	→	\$ _____
Transportation (ie Public Transportation)	\$ _____	→	\$ _____
Medical/Dental	\$ _____	→	\$ _____
Internet/Television	\$ _____	→	\$ _____
Utilities (electricity/gas/water)	\$ _____	→	\$ _____
Cell phone costs	\$ _____	→	\$ _____
Car payments	\$ _____	→	\$ _____
Gas for your vehicle	\$ _____	→	\$ _____
Car Insurance	\$ _____	→	\$ _____
Office Supplies (ie. paper, pens)	\$ _____	→	\$ _____
Entertainment Costs	\$ _____	→	\$ _____
Incidentals/Extras (ie Vehicle Repair)	\$ _____	→	\$ _____
Tuition Costs (annual cost)			\$ _____
Textbooks (annual cost)			\$ _____
Other College/University Fees (annual cost)			\$ _____
Total Expenses			\$ _____
Net Income (total income minus total expenses)			\$ _____

Financial Assistance

Identifying sources of income and expenses for life after high school is an important first step when considering life on your own. After completing your budget was your net income:

Positive ----- circle one ----- **Negative**

If your net income was positive that means your income exceeds your expenses and you should have enough money to cover all of your anticipated expenditures for the year. If your net income is negative that means you do not have enough money to cover your anticipated expenditures and you will need to find alternate sources of income to pay for expenses.

What are some alternative sources of income that you can think of?

What is the difference between a grant and a loan?

What is the difference between a scholarship and a bursary?

What is the application deadline for scholarships and bursaries at Highland? _____

Will you be applying for a scholarship or bursary? _____

Credit Cards

Credit cards are a very convenient way to pay for products and services. However, it is important to understand how they work and the cost of using credit. Credit is an agreement between a lending institution (ie. banks, stores, credit card company) and you, the borrower. That agreement gives you convenient access to money at a cost. Credit cards often charge very high interest rates if you only make the minimum payment each month. Try the following minimum payment calculator:

www.bankrate.com/calculators/credit-cards/credit-card-minimum-payment.aspx

Enter the following information:

Credit card balance: \$1,000.00

Credit card rate: 19.9%

Minimum Payment 2%

How long would it take you to pay off a \$1,000 credit card balance? _____

What are the total payments? _____

Define the following terms:

APR: _____

Annual Fee: _____

Credit Limit: _____

Grace Period: _____

Credit is a very useful tool that will allow you many freedoms. Your credit score measures risk assessment based on past credit history. A poor score may limit your future ability to secure loans, purchase a home, rent an apartment or get utilities without a deposit. In Canada there are two major credit-reporting agencies. Who are they?

1) _____

2) _____

Support Networks

Support Networks are those **individuals** who can assist you in pursuing your personal, educational and employment goals.

Identify the people in your life who will support you in achieving your goals.

Name	Relationship	Phone # (Optional)	How they will help you

There are many ways to increase your support network. Identify some of the ways that you will use to increase the number of connections you currently have.

Employability Skills

Employability Skills are the critical skills you need in the workplace. Employability and transferable skills can be classified as either generic (soft) or specific (hard).

Complete the following chart. You will be able to use the information you gather to help write your resume and during future job interviews.

1. List the **courses** you have taken over your graduation years (Grade 10, 11, 12) which have helped you develop employability skills.
2. List **activities** (school/community) which have helped you develop employability skills.

Employability Skills	Courses	Activities
Manage Information		
Use Numbers		
Think and Solve Problems		
Show Positive Attitudes & Behaviors		
Be Responsible/Adaptable		
Learn Continuously		
Work Safely		
Working well with Others		
Participate in Projects & Tasks		
Communication		

Attributes of a BC Graduate

During a year-long, province-wide consultation, thousands of BC citizens identified the following characteristics for the ideal BC graduate:

In their **intellectual development**, graduates should achieve:

- Competency in reading, writing, mathematics, social studies and science, including the ability to use these skills in problem-solving and decision-making
- The ability to use and understand information technologies
- The ability to communicate effectively with a range of audiences; this includes the ability to access, synthesize and present information; it also includes
 - Knowledge of both a first and second language
 - An understanding and appreciation of artistic and aesthetic expression
- The ability to think critically and solve problems, using information to develop opinions and make sound judgments and decisions
- An understanding of the importance of a lifelong commitment to continuous learning

In their **human and social development**, graduates should achieve:

- The knowledge and skills required to be socially responsible citizens who act in caring and principled ways, respecting the diversity of all people and the rights of others to hold different ideas and beliefs
- The knowledge and understanding they need to participate in democracy as Canadian and global citizens, acting in accordance with the laws, rights and responsibilities of a democracy
- The attitudes, knowledge and positive habits they need to be healthy individuals, responsible for their physical and emotional well-being
- The attitudes and competencies they need to be community contributors who take the initiative to improve their own and others' quality of life

In their **career development**, graduates should achieve:

- The confidence and competencies they need to be self-directed individuals who display initiative, set priorities, establish goals, and take responsibility for pursuing those goals in an ever-changing society
- Knowledge and understanding of the range of career choices available to them, the prospects for success in those careers, and the actions required to pursue specific career paths
- Experience in planning for, and working towards, career and life goals
- The skills required to work effectively and safely with others, and to succeed both as individual and collaborative workers
-

The Graduation Program is designed to support every graduate to acquire these attributes. Visit www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation for more information.

My Achievements

1. Read the **Attributes of a BC Graduate**
2. Complete the **My Achievements** worksheet and include a minimum of **three items** in each section that support the accomplishments, skills, and awards you wish to list on your resume. See examples below.

Achievement examples may include:

Career Development

Work Experience or Secondary School Apprenticeship

Employment Evaluations

Specialty certificates: eg. WHMIS, Worksafe, Food Safe, Super Host, First Aid

Intellectual Development

Report Cards

Awards

CD/DVD of theatre, dance, music performance

Human and Social Development

School or community clubs/sports certificates and/or photos

Project or photos of Multicultural events

Leadership in school/community, eg. Student Council

Career Development: _____

Intellectual Development: _____

Human and Social Development: _____

Based on what you have learned at school and through extra-curricular activities answer the following questions:

How will your nutritional habits affect your ability to maintain a healthy lifestyle in the future?

Describe how you plan to maintain/improve your physical fitness after high school.

What are some tools and techniques you can use to maintain positive mental health (ie reduce stress) and make positive health choices?

Additional Documents

1. Attach a copy of an updated **Cover Letter** (sample below)
2. Attach a copy of an updated **Resume** (sample below)
3. Attach a copy of a **Thank You Letter** (sample below)
4. Complete the **Letter of Reference** Template

Sample Cover Letter

Once you know where you want to apply for a job, you need to write a cover letter for your resume. The purpose of the cover letter is to convince an employer that you are well suited for the job. Use a basic business letter format.

5000 Ryan Rd.
Courtenay, BC V9N 1A1

February 1, 2018

Jane Doe
Cool Threads
1000 Cliffe Ave.
Courtenay, BC V9N 2B2

Dear Ms. Jane Doe,

I am interested in applying for the retail salesperson position at Cool Threads, which was recently advertised through Work Experience at Highland Secondary School. I am very interested in this position and believe that my current skills and passion for clothing make me an excellent candidate for the job.

As a high school student, I have developed organizational and communication skills through my involvement in school sports and by coaching youth soccer. I enjoy working with others and interacting with people. I have taken Accounting 11 which has given me the business and math skills needed for working in retail. I have enclosed my resume with further details.

I would enjoy being a part of your store and am available for an interview at your convenience. You can contact me at 334-0000 or leave a message at 331-0000. I look forward to hearing from you.

Sincerely,

Joe Smith

Joe Smith

Sample Resume

Joe Smith

5000 Ryan Road Courtenay, BC V9N 1A1 (250) 334-0000
jsmith100@hotmail.com

Objective: To obtain a part time job with Thrifty's as a cashier

Skills and Qualifications

- excellent communication skills
- work well with team members
- good computer and basic math skills

Work History

Coffee Beans Courtenay, BC 06/16 - present

Cashier/Server

- Take and prepare food and drink orders for customers
- Use the cash register, debit and credit card machines

BC Disability Games Courtenay, BC July 2016

Preparer

- Prepared and served meals for athletes on a daily basis

Greasy Spoon Courtenay, BC 07/15 – 09/16

Dishwasher

- Clean and sort dishes in the kitchen
- Maintain a clean kitchen area for food prep

Education

Highland Secondary School Comox, BC 09/13 - present

- Currently a grade 12 student
- Honor Roll in grade 10 and 11

Accomplishments and Certifications

- 2016-2017 Student Council
- NCCP Level 1 Soccer Coach
- Foodsafe Level 1

Hobbies and Interests

- Play and referee youth soccer
- Read science fiction stories

References

George Green	Steve Card	Janice Trung
English Teacher	Soccer Coach	Personal Reference
(250) 334-1111	(250) 338-1111	(250) 339-1111

Thank You Letter Template

Joe Smith

5000 Ryan Road Courtenay, BC V9N 1A1 (250) 334-0000 jsmith100@hotmail.com

Name of Supervisor
Title of Supervisor
Name of Company
Address
City, Postal Code

Dear Mr./Ms. Last Name:

Use the first paragraph to thank your supervisor for welcoming you into their company/organization.

The second paragraph of your thank you letter should include what you enjoyed about the experience, what you learned and how the experience will influence your future grad transition.

Your final paragraph is where you restate your thanks for the opportunity and address any future correspondence you would like to have with the business/organization.

Sincerely,

[Your Signature] (in pen)

Joe Smith

Reference Letter Template

Fill out this template as a guide for your reference. This will help them write the appropriate info.

Date Requested: _____ Date Needed: _____

Name: _____

Address: _____

Phone #: _____ Email: _____

Purpose of Reference Letter (Scholarship/Bursary/Employment/Other: _____

Name of Award or Position applied for: _____

Name of individual applied to: _____

Personal Qualities:

Academic Standing:

School Involvement (teams, clubs, etc.):

Community Involvement:

Leadership Qualities:

Did You Remember?

- To write your name and AG on the front cover
- To attach an updated copy of your **COVER LETTER**
- To attach an updated copy of your **RESUME**
 - To attach a **THANK YOU LETTER**
- To complete the **REFERENCE LETTER TEMPLATE**