SURREY SCHOOLS

**Career Life Education 10 Resource Package**

CLE Table of Contents with Lessons

Career Life Education Curriculum Guide

Aboriginal Focus – Shared Learning Lessons

Evaluations and Assessements

MyBlueprint CLE Course Package

**BIG IDEAS:**

* *Finding balance between personal and work life promotes well being.*
* *Cultivating networks and reciprocal relationships can support & broaden career life awareness & options.*
* *Lifelong learning fosters career-life opportunities.*
* *Career-life decisions are influences by* ***internal*** *&* ***external*** *factors, including local & global trends.*
* *Career life choices are made in a recurring cycle of planning, reflecting, adapting, and deciding.*

**CONTENT:**

**1 Career Life Development**

**1a Mentorship Opportunities** - Ongoing conversations focused on student needs, interest, and goals foster purposeful career life development. The role of the mentor is often performed by the Career-Life Education educator.

* Portfolio Project – Capstone Ideas & Feedback

**1b Strategies for Maintaining Well-being** – For example, stress management, mindfulness practices, awareness of digital presence/footprint and how it can influence self-esteem and anxiety.

* General
	+ MyBlueprint – Healthy Relationships
	+ MyBlueprint – Time Management Strategies
	+ Current Bullying Statistics in Ontario
	+ Bullying – How Can it be Resolved
	+ Philosophy Debate – Schools, Bullying & Responsibility
* Stress:
	+ MyBlueprint – What is Stress
	+ What is Stress
	+ Stress – ppt.
* Digital identity/Personal and Professional Profiles
	+ MyBlueprint – Digital Citizenship - Responsible Online Relationships
	+ MyBlueprint – Self-Esteem & Inner Thoughts
	+ The Problem with Millennials
	+ Social Media Survey 1
	+ Social Media Survey 2

**1c Preferred Ways of Knowing and Learning –** recognizing what works for self and what works for others may be different; awareness of cultural influences, including traditional and contemporary First Peoples worldviews and cross-cultural perspectives.

* General Activities:
	+ My Blueprint – Decision Making Process
	+ My Blueprint – Decision Mountain
	+ My Blueprint – October Sky Analysis
	+ My Blueprint – Overcoming Life’s Obstacles
	+ What Are You Made Of - Trades Exploration Assignment
	+ MyBlueprint – Expectations Activity
	+ Diverse Perspectives on Work
	+ Diverse Perspectives on Work – Quick Warm Up
	+ Entrepreneurial Thinking
	+ Entrepreneurial Thinking Teacher’s Guide
	+ The Pursuit of Happyness Questions
* 7 Habits:
	+ 1 Into to 7 Habits – Paradigms & Principles
	+ 2 Intro to 7 Habits
	+ 3 Habits
	+ 4 Habit 1
	+ 5 Habit 1A
	+ 6 Habit 2 Questions
	+ 7 Habits Final Assignment
	+ 8 Paradigm
	+ 9 Paradigms

**1d Competencies of the educated citizen, employability skills, essential skills, leadership and collaboration skills**

* General
	+ New Way to Find A Job
	+ Apply for SIN
	+ Do and Don’t of Job Hunt
	+ Employer Expectations
	+ Five Reasons to Work
	+ How to Research a Job
	+ Non-verbal Communication
	+ Thank You Note Guide
	+ MyBlueprint – Conflict Resolution Strategies
* Interview Skills
	+ Analyze Sue’s Responses
	+ Analyze Sue’s Interview
	+ Common Interview Questions
	+ If You Say This
	+ Interview Follow-up
	+ Interview Skills Word Doc.
	+ Interview Skills
	+ Keys to Successful Interview
	+ Post Interview
	+ Star Technique
	+ MyBlueprint – Interview Skills
	+ Mock Interview Reflection – Follow Up
	+ Dress the Part
	+ 9 Types of Crappy Handshakes
* Applications
	+ Job Application Information
	+ Practice Employment Application
	+ Application Forms PowerPoint
	+ Application Form Checklist
	+ Application From - McDonalds
* Resume
	+ MyBlueprint – Building a Resume
	+ MyBlueprint – Resume Activity
	+ Resume Fill-in Template
	+ Sample Resume with Instructions
	+ Resume Rubric
* Cover Letter
	+ Cover Letter Checklist
	+ Cover Letter Template
	+ MyBlueprint – Building a Cover Letter
* Employability Skills General
	+ Employability Skills
	+ My Blueprint – Time Management
	+ My Blueprint – Transferable Skills
	+ Work & Employability Skills
	+ Skills to Pay the Bills
	+ School Skills Are Transferrable Skills

**1e Self-assessment and reflection strategies & ways to represent themselves both personally and publicly**

* “Who Am I?”
	+ MyBlueprint – My Life Map
	+ MyBlueprint – Who Am I?
	+ MyBlueprint – Who Am I Learning Styles Activity
	+ MyBlueprint – Who Am I Personality Activity
	+ MyBlueprint – Who Am I Interests Activity
	+ MyBlueprint – Who Am I Knowledge Activity
	+ MyBlueprint – Who Am I Motivations Activity
	+ MyBlueprint – Multiple Intelligences
	+ This is Me
	+ This is Me Rubric
	+ Holland’s Personality Survey – Interests – PowerPoint
	+ Myers Briggs – Personality Test – PowerPoint
	+ Motivation PowerPoint
	+ Questions to Ponder
* Values & Ethics
	+ Ethics Info & Scenarios
	+ Ethics List
	+ MyBlueprint – Occupations & Values
	+ Rotary Ethics – lesson plan & worksheets
	+ Rotary Ethics – ppt.
* General
	+ Basic Human Needs
	+ Career Cluster Research Assignment
	+ Career Clusters
	+ Career List
	+ Coat of Arms Assignment
	+ Interests
	+ MyBlueprint – How I View Myself & How Others View Me
	+ Things I Do Well
	+ What I Know & Value About Myself
	+ MyBlueprint – Leadership Inspired Coat of Arms
	+ MyBlueprint – Oh The Places You’ll Go
* Digital identity/Personal and Professional Profiles
	+ MyBlueprint – Digital Citizenship - Responsible Online Relationships
	+ A Student’s Guide to Using Social Media Safely
	+ What’s Your Digital Footprint – Privacy Settings
	+ Lesson Share – Social Media
	+ Jigsaw Article
	+ Intro to Digital Footprint
	+ Digital Footprint Unit Outline
	+ 4 Day Unit – Social Media & Digital Footprint
	+ Digital Footprint Activity

**1f Appropriate workplace behaviour and workplace safety**

* Workplace Behaviour/Etiquette
	+ Workplace Etiquette Article
	+ MyBlueprint – Roles in the Workplace
	+ Ethical Behaviour Sexual Harassment
	+ Ethical Behaviour Harassment Activities
* WHMIS, PPE, safety training, work safety attitudes, injury prevention & safety protocol/General –

10 activities

* + Michael Lovett – Post Presentation
	+ High Five of Career Development
	+ WorkSafe BC Teacher Guide
	+ WorkSafe BC Joe Who
	+ WorkSafe BC Poster Assignment #1
	+ WorkSafe BC Poster Assignment #2
	+ Lesson 1 – WorkSafe BC – Lost Youth
	+ Lesson 2 – WorkSafe BC – Rights & Responsibilities
	+ Lesson 3 – WorkSafe BC – Major Causes of Workplace Injuries
	+ Lesson 4 – WorkSafe BC – Hazard Recognition
	+ Lesson 5 – WorkSafe BC – Personal Protective Equipment
	+ WorkSafe BC Safety Test Password
	+ WorkSafe BC Program Planning 10
	+ WorkSafe BC Poster Rubric
	+ Recognizing Hazards PowerPoint
	+ Intro to WorkSafe
	+ Intro to WorkSafe – Workplace Hazards and Injuries FITB

**2 Connections With Community**

**2a Inclusive practices, including taking different worldviews and diverse perspectives into consideration**

* General
	+ BC Employment Standards Guide
	+ Diverse Perspectives on Work
	+ Diverse Perspectives on Work – Quick Warm Up
* Equity & Equality
	+ Equity & Equality Teacher Guide
	+ Equity & Equality Power Point
	+ Equity Privilege Game

**2b Personal networking and employment marketing strategies**

* General
	+ Exploring Social Networking for Careers
	+ MyBlueprint – Job Shadow
	+ MyBlueprint – Experiential Learning Activity
	+ Networking Role Play Activities
	+ Networking Activity
	+ Mastering Soft Skills for Workplace Success – Networking
	+ The Elevator Pitch
	+ Thank you note
	+ Networking PowerPoint
	+ Networking Handout
	+ Networking Lesson Plan
	+ Top 5 Tips for Marketing Yourself
	+ Top 5 Tips for Marketing Yourself Handout
	+ Degrees of Separation
	+ Article – Reverse Psychology
* Informational Interview
	+ Informational Interview Lesson
	+ Informational Interview – Student script to set up
	+ Informational Interview – Handout
	+ Informational Interview Assignment
	+ How to Land & Ace an Informational Interview
	+ Forbes Article on How to Land & Ace an Informational Interview

**2c Factors that both inform career-life choices and are influenced by them, including personal, environmental, and land use factors**

* General
	+ Global Trends & Economy
	+ Labour Market Trends Assignment – Metrotown
	+ MyBlueprint – Employment Recruiter
	+ MyBlueprint – Famous Person Interviews
	+ MyBlueprint – Compatibility Activity

**2d Ways to contribute to community and society that take cultural influences into consideration**

* First Peoples Principles of Learning
* Aboriginal Shared Learning Lessons Grade 8 – 10
* Aboriginal Role Models
* Using the Internet to Learn About Aboriginal Peoples
* What’s in a Name?
* Aboriginal Teaching and Learning

**2e Value of volunteerism for self and community**

* General
	+ Making This a Better World
	+ Building Blocks Youth Volunteering
	+ Volunteering

**3 Career Life Planning**

**3a Career life development research**

* General
	+ MyBlueprint – Building a Career Portfolio Activity
	+ Course Selection Discussion & Guide for Teachers
	+ CLE 10 Course Selection Assignment
	+ MyBlueprint – Job, Occupation & Career Definitions
* Grad Planner
	+ Post Secondary Power Point
	+ Post Secondary Power Point Response
	+ Grad Planner Manual
	+ Focus Area Poster Assignment

**3b Methods of organizing and maintaining authentic career-life evidence**

* General
	+ “Scholarship Resume” Template
	+ MyBlueprint – Student Guide Self-Assess for Core Competencies
	+ MyBlueprint – Building a CLE Portfolio
	+ Core Competencies
	+ Reflections for Competencies
	+ Core Competencies – What are they?

**3c Models of decision making and innovative thinking for flexible planning and goal setting**

* General
	+ Accomplishing Goals
	+ MyBlueprint – Goal Setting Activity
* SMART
	+ Smart Goals
	+ Vision Board Assignment
	+ Vision Boards

**3d Financial planning tools, pre- and post-graduation opportunities, and local and global labour and market trends**

* Financial Planning Tools
	+ Finance Website
	+ Financial Decision Making
	+ Financial
	+ MyBlueprint – Financial Literacy Activity
	+ MyBlueprint – Budgets Lesson Plan
	+ Budget Bonza Project
	+ Power Play Money Managers Teacher Manual
	+ The Credit Game
	+ My First Car Assignment
	+ My Dream Car Project Rubric
	+ Income – Ways to Make Money
	+ Finances Unit Plan
	+ Expenses
	+ Your Guide to Banking Services
	+ Investing 101
	+ Financial Responsibility
* Pre & Post graduation, General
	+ Grad Planner
	+ Post-Secondary Institution Mini Unit
	+ Career Fair Assignment
	+ MyBlueprint Pathways to a Career Activity
	+ Researching Trade Programs
	+ What Are You Made Of Trades Exploration
	+ MyBlueprint – Skilled Trades & Apprenticeship
	+ MyBlueprint – High School Graduation Planning
	+ Bachelor’s Degree Article Qs
	+ Bachelor’s Degree Article As
* New curriculum awareness
	+ 1 Core Competencies
	+ 2 Core Competencies Ppt.
	+ 3 Core Competencies
	+ 4 Core Competencies Poster
	+ 5 Reflection Prompts for Competencies
	+ 6 Personal Development & the Core Competencies
* Work BC
	+ High Five of Career Development
	+ Work BC Explore Careers Teacher Guide
	+ Work BC Grade 10 Learning Activity