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