



# CAREER AND LIFE

*Student Name:* \_\_\_\_\_  
(First, Last Legal and Preferred)

*Student Number:* \_\_\_\_\_

*Transition Coordinator:* \_\_\_\_\_

# GRADE 12 TRANSITION PLAN

## **SIGNATURES** (Student and Parent Signatures required for completion)

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

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

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



# CAREER and LIFE

(To be completed in Grade 12)

Describe your transition plan from Semiahmoo Secondary to a post-secondary school or work.

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**1. My Short Term Goals (next 6 months) are ....**

Personal \_\_\_\_\_

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Educational \_\_\_\_\_

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Career \_\_\_\_\_

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**2. My Long Term Goals (next 2 years) are ....**

Personal \_\_\_\_\_

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Educational \_\_\_\_\_

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Career \_\_\_\_\_

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What skills/qualities do I need for my long term goals? (use the Employability Skills 2000 sheet)

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What progress will show that I am on the way to meeting my long term goals?

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## **In ten years.....**

My Career Goal is:

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My Education Goal is:

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My Personal Goal is:

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### **CAREER CRUISING PRINTOUT**

- Include a New “Career Cruising” printout of your top 15 Careers!**  
Refer to the steps found on the last page (Career Selector Assignment Sheet)  
Career Cruising Information: [www.careercruising.com](http://www.careercruising.com)  
User Name: **Semiahmoo**  
Password: **careers**

Describe how you have changed since Grade 10 in each of the following areas of your life and the importance of each area for your future.

Work \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Leisure \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Health \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Family \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Support Networks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Secondary or Training \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Include **ALL** of the following:

- Cover Letter (updated)
- Resume (updated)
- If applicable College/University Application or Confirmation from PAS BC ([www.pas.bc.ca](http://www.pas.bc.ca))

# FINANCIAL PLAN

Write N/A or "0" if it does not apply to you. This Financial Plan is based on the year following your graduation from Secondary School.

## 1) HOUSING per month:

Rent/Mortgage: \$ \_\_\_\_\_  
Phone: \$ \_\_\_\_\_  
Cell Phone: \$ \_\_\_\_\_  
Hydro: \$ \_\_\_\_\_  
Gas: \$ \_\_\_\_\_  
Water: \$ \_\_\_\_\_  
Cable: \$ \_\_\_\_\_  
Internet: \$ \_\_\_\_\_  
Strata Fee: \$ \_\_\_\_\_

**#1 TOTAL HOUSING PER MONTH: \$ \_\_\_\_\_**

## 2) TRANSPORTATION per month

### A. Vehicle Information

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_  
Monthly Payments: \$ \_\_\_\_\_  
Gasoline per month: \$ \_\_\_\_\_  
Insurance per month: \$ \_\_\_\_\_  
Maintenance\* / repairs: \$ \_\_\_\_\_  
Parking \$ \_\_\_\_\_

or

**B. Public Transportation \$ \_\_\_\_\_**

[http://www.translink.bc.ca/Transportation\\_Services/Fares\\_Passes/fare\\_pricing.asp](http://www.translink.bc.ca/Transportation_Services/Fares_Passes/fare_pricing.asp)

**#2 TOTAL TRANSPORTATION PER MONTH: \$ \_\_\_\_\_**

## 3) FOOD per month

A) How much money will you have to contribute to the family grocery bill? \$ \_\_\_\_\_

B) How many times a month will you eat in a restaurant/fast food? \_\_\_\_\_

What will your average bill be? \$ \_\_\_\_\_

How much per month? \$ \_\_\_\_\_

**#3 TOTAL FOOD PER MONTH: \$ \_\_\_\_\_**

4) EDUCATION per month ([www.educationplanner.bc.ca](http://www.educationplanner.bc.ca))

Education	Yearly Cost	Monthly Cost
Tuition		
Fees (Activity, parking, etc.)		
Text Books		
Supplies (binder, paper, pens)		
Computer		
	Total: \$	Total: \$

**#4 TOTAL EDUCATION PER MONTH: \$** \_\_\_\_\_

5) CLOTHING per month:

**#5 TOTAL CLOTHING PER MONTH: \$** \_\_\_\_\_

6) ENTERTAINMENT & RECREATION per month

A) How many of the following would you attend/buy in an average month?

- Concerts                      Movies
- Sports events                Theatre
- CD/DVD's                    Games and movie rentals

Cost per month? \$ \_\_\_\_\_

B) Do you have hobbies or take part in sports that cost money? (Including gym memberships)

List: \_\_\_\_\_ Cost per month: \$ \_\_\_\_\_

List: \_\_\_\_\_ Cost per month: \$ \_\_\_\_\_

List: \_\_\_\_\_ Cost per month: \$ \_\_\_\_\_

C) Will you subscribe to magazines and/or newspapers?

Cost per month? \$ \_\_\_\_\_

D) Other: \_\_\_\_\_

List: \_\_\_\_\_ Cost per month: \$ \_\_\_\_\_

List: \_\_\_\_\_ Cost per month: \$ \_\_\_\_\_

List: \_\_\_\_\_ Cost per month: \$ \_\_\_\_\_

**# 6 TOTAL ENTERTAINMENT AND RECREATION PER MONTH: \$** \_\_\_\_\_

7) VACATIONS per month

Vacation Type	Yearly Cost	Monthly Cost
Car trip (local)		
Camping/Hiking		
Local amusements		
A week at the cabin		
Plane trips/foreign travel/cruises		
Other		
	Total: \$	Total: \$

**#7 TOTAL VACATION PER MONTH: \$** \_\_\_\_\_

8) FURNISHINGS per month:

You probably need to purchase replacement equipment and items for your home such as linens, electronic equipment, furniture, and decorative items.

Annual Budget: \$\_\_\_\_\_ divided by 12 to get your monthly budget.

**#8 TOTAL FURNISHINGS PER MONTH: \$\_\_\_\_\_**

9) MISCELLANEOUS per month

These are possible additional expenses:

Miscellaneous Expenses	Yearly Cost	Monthly Cost
Birthday gifts		
Holiday gifts		
Pets		
Donations		
Personal care (hair cuts, colours, hygiene items, nails, etc.)		
Medications		
Other:		
	Total: \$_____	Total: \$_____

**#9 TOTAL MISCELLANEOUS PER MONTH: \$\_\_\_\_\_**

10) SALARY per month

Where do you get your money from? Check all that apply to you and how much \$:

- Part time job(s) \$\_\_\_\_\_
- Full time job(s) \$\_\_\_\_\_
- Parents/others \$\_\_\_\_\_
- Education Fund \$\_\_\_\_\_
- Scholarships \$\_\_\_\_\_
- Student Loan \$\_\_\_\_\_

What is your Total Annual (yearly) Salary? \$\_\_\_\_\_

**#10 TOTAL SALARY PER MONTH: \$\_\_\_\_\_**

11) Monthly Expenses per month:

Here is the moment of truth. Enter the monthly amounts you indicated in each category in the appropriate space below. Then add the column to come up with your total monthly budget.



- #1) Housing \$\_\_\_\_\_
- #2) Transportation \$\_\_\_\_\_
- #3) Food \$\_\_\_\_\_
- #4) Education \$\_\_\_\_\_
- #5) Clothing \$\_\_\_\_\_
- #6) Entertainment \$\_\_\_\_\_
- #7) Vacations \$\_\_\_\_\_
- #8) Furnishings \$\_\_\_\_\_
- #9) Miscellaneous \$\_\_\_\_\_

**#11 TOTAL MONTHLY EXPENSES PER MONTH: \$\_\_\_\_\_**

**MONTHLY BUDGET SUMMARY:**

(#10 Salary) \$ \_\_\_\_\_ - (#11 Monthly Expenses) \$ \_\_\_\_\_ =

**TOTAL MONTHLY BUDGET PER MONTH \$ \_\_\_\_\_**

**QUESTIONS:**

1) Will your salary support your lifestyle? ( circle one)      Yes    or    No

2) If you answered “No” to question #1 above, what monthly salary will you need to support your lifestyle?

\_\_\_\_\_  
\_\_\_\_\_

3) If you answered “Yes” to question #1 above, what do you have planned with the extra money?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4) How will you make extra money to support your education and lifestyle?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Congratulations you have finished the  
CAREER AND LIFE portion of your GRADE 12  
TRANSITION PLAN!**

Aspect marked by: \_\_\_\_\_

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



## Employability Skills 2000+

*The skills you need to enter, stay in, and progress in the world of work—whether you work on your own or as a part of a team.*

These skills can also be applied and used beyond the workplace in a range of daily activities.

### Fundamental Skills

The skills needed as a base for further development

*You will be better prepared to progress in the world of work when you can:*

#### 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 the points of view of others
- share information using a range of information and communications technologies (e.g., voice, e-mail, computers)
- use relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas

#### Manage Information

- locate, gather and organize information using appropriate technology and information systems
- access, analyze and apply knowledge and skills from various disciplines (e.g., the arts, languages, science, technology, mathematics, social sciences, and the humanities)

#### Use Numbers

- decide what needs 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 the human, interpersonal, technical, scientific and mathematical dimensions of a problem
- identify the root cause of a problem
- be creative and innovative in exploring possible solutions
- readily use science, technology and mathematics as ways to think, gain and share knowledge, solve problems and make decisions
- evaluate solutions to make recommendations or decisions
- implement solutions
- check to see if a solution works, and act on opportunities for improvement

### Personal Management Skills

The personal skills, attitudes and behaviours that drive one's potential for growth

*You will be able to offer yourself greater possibilities for achievement when you can:*

#### Demonstrate Positive Attitudes & Behaviours

- feel good about yourself and be confident
- deal with people, problems and situations with honesty, integrity and personal ethics
- 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 work and personal life
- plan and manage time, money and other resources to achieve goals
- assess, weigh and manage risk
- be accountable for your actions and the actions of your group
- be socially responsible and contribute to your community

#### Be Adaptable

- work independently or as a part of a team
- carry out multiple tasks or projects
- be innovative and resourceful: identify and suggest alternative ways to achieve goals and get the job done
- be open and respond constructively to change
- learn from your mistakes and accept feedback
- cope with uncertainty

#### Learn Continuously

- be willing to continuously learn and grow
- assess personal strengths and areas for development
- set your own learning goals
- identify and access learning sources and opportunities
- plan for and achieve your learning goals

#### Work Safely

- be aware of personal and group health and safety practices and procedures, and act in accordance with these

### Teamwork Skills

The skills and attributes needed to contribute productively

*You will be better prepared to add value to the outcomes of a task, project or team when you can:*

#### Work with Others

- understand and work within the dynamics of a group
- ensure that a team's purpose and objectives are clear
- be flexible: respect, be open to and supportive of the thoughts, opinions and contributions of others in a group
- recognize and respect people's diversity, individual differences and perspectives
- 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
- understand the role of conflict in a group to reach solutions
- 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
- work to agreed quality standards and specifications
- select and use appropriate tools and technology for a task or project
- adapt to changing requirements and information
- continuously monitor the success of a project or task and identify ways to improve



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## EDUCATION AND CAREER PLANNING

### Career Selector Assignment

Website – Career Cruising: [www.careercruising.com](http://www.careercruising.com)

Username: semiahmoo

Password: careers

- 1) Go to the website and enter the username and password.
- 2) From the Main Screen, click on EXPLORE CAREERS, then click on CAREER SELECTOR.
- 3) Select your favourite SCHOOL SUBJECTS (preferably 2 to 3 choices).
- 4) Click on OCCUPATION CLUSTERS. Select 2 to 3 areas in which you would be interested in working.
- 5) Click on EDUCATION. Select the type(s) of education you have attained or plan to pursue.
- 6) Click on CORE TASKS. Be sure to read all 20 Core Tasks. Choose 3 to 5 tasks you would like to do regularly at work.
- 7) Click on EARNINGS. Select the minimum level of income you would like to make. (Remember that selecting high levels of income may eliminate many careers that you might otherwise find interesting.)
- 8) Click on WORKING CONDITIONS. Select working conditions you could NOT tolerate.
- 9) Now click on VIEW RESULTS to see careers that match your selections. (Note: If you receive 0 matches, try selecting a lower EARNINGS level, or changing some of your other selections. Then click on VIEW RESULTS again.)
- 10) Print up your list of career suggestions. Simply select the “Print” option on your web browser.
- 11) If you need more career choices, then select VIEW CLOSE MATCHES. Then select the top GO button that will increase your career options. Now print.
- 12) Be sure to include at least one print-out of your career choices. (Either Step 10 or 11.)