

# Tips for Parents

- Attend parent information sessions
- Learn about courses offered and diploma requirements
- Encourage your students to engage in the process of exploring career and education and training opportunities
- Review your student's Annual Education Plan regularly
- Talk to your students about the work you and other family members do
- Help your students expand their list of possibilities
- Use the web or your local Career Resource Centre to access current, accurate information
- Find out about costs and financial assistance for post secondary education and training
- Encourage the development of a Plan "A" and a Plan "B"
- Maintain contact with your student's teachers and guidance counsellor
- Support your students in their decision-making
- Find out about ways to get involved in your son/daughter's school such as joining the school council or volunteering to take part in career days
- Have fun in the process!

# Are you an Employer?



Offer students a variety of work experiences ranging from short-term, one-day events to having a student with you for a whole semester

Short -Term	Medium-Term	Longer-Term
<ul style="list-style-type: none"> <li>• Several hours to one day</li> <li>• Career talks, classroom visits</li> <li>• Involvement in career fairs or career day</li> <li>• Worksite or industry tours</li> </ul>	<ul style="list-style-type: none"> <li>• One day to four weeks</li> <li>• Job shadowing</li> <li>• Work Experience</li> </ul>	<ul style="list-style-type: none"> <li>• Time commitment varies – up to 18 weeks per year</li> <li>• School-work transitions</li> <li>• Cooperative Education</li> <li>• Ontario Youth Apprenticeship Program</li> <li>• Mentoring</li> </ul>

To find out more about Passport to Prosperity or about our employer database contact

Business Education Council of Niagara (905) 684-7200 ext. 301

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This publication is downloadable at [www.ntab.org](http://www.ntab.org)

# Career Education Guide for Students and Parents

Do I want to go to College?

Do I want to Apprentice?



Do I want to go Directly to Work?

Do I want to go to University?

# Mission Possible Putting Your Choices Into Action



# Career Education in Ontario Secondary Schools

As part of Secondary Reform, a new Guidance and Career Education policy for Grades 1 to 12 was introduced in 1999. *Choices into Action* outlines a comprehensive program for all students that begins in Grade 1 and continues through to the end of Grade 12. The program highlights three areas of learning: student development, interpersonal development and career development. Students will learn to make informed and appropriate choices to ensure their successful transition from elementary to secondary school and from secondary school to further education, training and work.

Students in Grades 7 to 12 will develop and maintain an Annual Education Plan which will help them take responsibility for their education, make informed decisions and plan for their future with the help of parents, teacher advisers and guidance counsellors. Students will learn about their options and choices and the impact of their decisions on their educational and career goals. Twice a year, students will review their Annual Education Plan with their parents and their teacher adviser.

All schools offer a range of career exploration activities and regularly invite partners from the community to assist with these activities. These activities may include job shadowing, visits from guest speakers, volunteer work, career fairs and attendance at various education and career-related conferences.

In November of each year, Grade 9 students participate in the *Take Our Kids to Work* program, a one-day job shadowing activity designed to broaden their understanding of the work done by parents, guardians and family friends.

In Grade 10, all students will take the compulsory *Career Studies* course. The focus is not on having students decide "what they want to be" when they leave school. Instead, the focus is on learning techniques and strategies to assist them in exploring a broad range of options, determining which occupational areas might be of interest to them, the education and training required for those occupations, and how to access further opportunities.

All secondary schools have guidance counsellors who are trained to assist students in their career and educational exploration. Secondary schools also have access to a number of excellent electronic, internet-based and print materials on a wide variety of opportunities.

(Prepared by Phil Hedges, Executive Director Ontario School Counsellors' Association)

## For further information:

Contact the Principal of your son/daughter's school to inquire about specific programs and resources

Visit the Student Resources section of the Ontario School Counsellors' Association web site at <http://www.osca.ca>

# School to Work Steering Committee

- Comprised of educators both secondary and postsecondary; provincial and federal ministries; community associations; and industry representatives
- Meet regularly to share information, plan events and coordinate projects

## Our Mission!

- Improve school to work transition for students and job seekers interested in the skilled trades
- Enhance employability and life skills specific to careers in the skilled trades
- Help students identify and pursue career goals related to the skilled trades
- Raise the profile of workplace and apprenticeship career destinations

## For more information contact:

District School Board of Niagara: Ola Tkaczyk - 905-227-5551 Ext. 2298

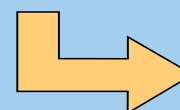
Niagara Catholic District School Board: Sergio Borghesi - 905-735-0240 Ext. 127

There are many ways for students to explore career options at the secondary level. One of the best ways is to experience a career hands-on. Through a variety of experiential learning opportunities students can investigate career choices while developing skills and knowledge in the workplace. Programs such as, Cooperative Education, allow students to earn credits for their learning experiences at the workplace. The Ontario Youth Apprenticeship Program gives students the opportunity to earn cooperative education credits, gain experience in the skilled trades and in some cases, register as an apprentice while meeting diploma requirements for their Ontario Secondary School Diploma (OSSD).

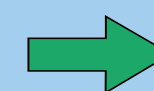
For more information contact your local school's Guidance, Cooperative Education or Technology Teacher.



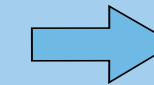
**Job Shadow**



**Work Experience**



**Cooperative Education**



**Ontario Youth Apprenticeship Program (OYAP)**



# Frequently Asked Questions About .... University

## What kinds of programs are offered?

Universities offer undergraduate degrees (i.e. BA, B.Sc., B.Comm.) professional degrees (i.e. MD, LLB) and graduate degrees (i.e. Master's and Ph.D.)

## What is the job market like for graduates?

University graduates generally do very well upon graduation – employment rates are approximately 97% upon graduation

## How many colleges, universities are there and where are they?

There are 20 degree granting institutions in Ontario (including the Royal Military College) – many have affiliate colleges and/or multiple campuses: **Brock** (St. Catharines); Carleton (Ottawa); U of Guelph; Lakehead (Thunder Bay); Laurentian (Sudbury); McMaster (Hamilton); Nipissing (North Bay); Ontario College of Art and Design (Toronto); U of Ottawa; Queen's (Kingston); Royal Military College (Kingston); Ryerson (Toronto); U of Toronto (downtown, Scarborough, Mississauga); Trent (Peterborough); U of Waterloo; U of Western Ontario (London); Wilfrid Laurier (Waterloo); U of Windsor; York (Toronto); UOIT— University of Ontario Institute of Technology

## What is the average length of a program?

Most undergraduate degree programs are four years

## What is the approximate cost for a year?

The approximate cost for one year of study if a student moves away from home is \$14,000 (includes tuition, student fees, residence, meals, textbooks, personal costs)

## What are the admission requirements?

The basic requirement for admission under the new curriculum is 6 'U' or 'U/C' ('M') courses; most programs have specific subject requirements; some universities require a minimum number of 'U' type courses

## How does a student apply?

Students apply to all universities in Ontario through the Ontario Universities' Application Centre (except Royal Military College); application is done through high school guidance/student services offices in late November

## Are some programs more competitive than others?

Yes, some programs are more competitive than others and consequently have higher averages required for admission

## How are admissions decisions made?

Admission decisions are made based on grades/marks though some programs/universities require supplemental information, portfolios or auditions for admission

## How can I get more information?

- The web – every university has a website!
- Check out the following websites as well : [www.ouac.on.ca](http://www.ouac.on.ca) ; [www.myfuture.ca](http://www.myfuture.ca)
- Guidance/Student Services office
- INFO magazine— A publication of OUAC
- Visit the universities you are interested in!
- Meet University representatives when they visit your school to do presentations – normally during the Fall months (September to November) – students in grades 11 and 12 are normally invited to attend

# Choosing a Destination

Deciding whether to go to work, college, university or to apprentice upon completion of secondary school is no easy task. The number of careers to choose from are endless. However, one thing is certain – good decisions are based on good planning. Choice of destination will be influenced by students' interests and strengths, as well as, course selection and achievement. Determining the appropriate level – Applied, Academic, Essential and later, Workplace, College or University – sets the stage for future career opportunities. In all cases, the need to plan ahead, research and investigate options is essential. This guide is designed to inform students and parents about the four destinations and provide contacts and resources for future investigations.

## Frequently Asked Questions About ... Work

### Where are the jobs without a high school diploma?

Jobs are available in all sectors. The following list identifies a few of those jobs: Elections' Officer, Supermarket Clerk/Cashier, Telephone Solicitor, Window Cleaners, Pet Groomer, Floral Designer, Nanny, Landscape and Horticultural Worker, Dry Cleaning and Laundry Worker, Carpet Installer, Construction Labourer.

### How do I choose the right job?

When determining what to do, consider your goals, your skills and interests, your education and when you are available to work. Make sure you get information on the labour market and future opportunities for growth.

### What resources are available to assist me with my search?

Specific Career Education resources are available in the guidance offices of all secondary schools and through the Grade 10 Career Studies Course.

### What is Job Connect?

Funded by the Ontario Ministry of Training, Colleges and Universities, Job Connect provides young people, who are out of work and out of school, with the opportunity to gain skills and knowledge needed to find and keep a job.

### What is cooperative education?

Cooperative education is a planned learning experience, for which credits are earned, that integrates class-room theory and learning experiences at the workplace. This is an excellent way to gain work experience and make connections out in the community.

## For more information or assistance contact:

Ola Tkaczyk  
Consultant Student Services  
District School Board of Niagara  
13227 Lundy's Lane  
Allanburg, ON L0S 1A0  
Tel: 905-227-5551 ext. 2298  
Fax: 905-227-4731

Mary Barchiesi  
Principal of Program At Risk  
Niagara Catholic District School Board  
427 Rice Road  
Welland, ON L3C 7C1  
Tel: 905-735-0240 ext. 126  
Fax: 905-735-1687

# Frequently Asked Questions About .... Skilled Trades and Apprenticeship

## Why choose the skilled trades?

- Advances in technology are changing the nature of work in the trades. Changing technologies are also creating more new jobs every year.
- Canada is going to have a dramatic demand for people with excellent technical skills training in the skilled trades and technologies.
- Many tradespeople today will be retiring in the next ten years leading to a shortage of skilled employees.
- Skilled tradespeople earn higher than average incomes.
- Many skilled tradespeople own their own businesses.
- 40% of new jobs will be in skilled trades and technologies in the next two decades.

## What is an apprenticeship?

- A combination of on-the-job training and classroom instruction
- 80 – 90 per cent of apprenticeship training is provided in the workplace
- 10 – 20 per cent involves classroom instruction on theory, which is usually given at a local community college, or provided through another approved training organization
- Length of the apprenticeship varies depending on the trade

## What is the Ontario Youth Apprenticeship Program?

The Ontario Youth Apprenticeship Program (OYAP) is a specialized program that enables students who are 16 years of age or older to meet secondary diploma requirements while participating in an occupation that requires apprenticeship through cooperative education.

## What does Trade Certification mean?

To be employed in certain skilled trades, workers must have a Certificate of Qualification. This certificate states that they have passed the provincial qualification exam that assesses their knowledge of their skilled trade. To write the provincial exam, applicants must prove they have experience in the trade.

## How many skilled trades are there?

There are over 130 skilled trades that can be classified into four sectors – Construction, Industrial, Motive Power and Service. For example, Brick & Stone Mason, Carpenter, Construction Boilermaker, Draftsperson, Electrician, Facilities Systems Technician, Heating System Mechanic, Industrial Electrician, Ironworker, Plumber, Autobody Technician, Motive Power machinist, Small Engine Technician, Baker, Cook, Early Childhood Educator, Hairstylist, Horticulturist, Optics Technician, Painter and Decorator, Machinist, Glazier & Metal Mechanic, Industrial, Woodworker, Metal Mould Maker, Pattern Maker, Steel Fitter, Tool and Die Maker, Industrial Millwright

## How do I get more information?

- Contact your school's guidance department.
- Contact your local Apprenticeship Office: 301 St. Paul Street, 9th Floor, St. Catharines, ON L2R 7R4
- Telephone: 905-704-2991, 1-800-263-4475 Fax: 905-704-2985
- Contact your local School Board Apprenticeship Coordinator: District School Board of Niagara John Gilliam 905-227-4731 ext. 2252 Niagara Catholic District School Board Sergio Borghesi 905-735-0240 ext.127
- Visit the Ministry of Education and Training at the website [www.edu.gov.on.ca](http://www.edu.gov.on.ca) for valuable apprenticeship information. Check out [apprenticesearch.com](http://apprenticesearch.com)

# Frequently Asked Questions About .... Ontario Colleges of Applied Arts & Technology

## What kinds of programs are offered?

Colleges offer programs in Applied Arts, Business, Health and Human Services, and Technology

## What's the job market like for graduates?

Employment rates are approximately 93% provincially.

## How many colleges are there and where are they?

There are 29 colleges in major cities throughout Ontario: Algonquin College (Ottawa), Le Collège Boréal (Sudbury), Cambrian College (Sudbury), Canadore College (North Bay), Centennial College (Scarborough), Collège d'Alfred (Alfred), Conestoga College (Kitchener), Confederation College (Thunder Bay), Durham College (Oshawa), Fanshawe College (London), George Brown College (Toronto), Georgian College (Barrie), Le Collège des Grands Lacs (Toronto), Humber College (Etobicoke), Kemptville College (Kemptville), La Cité collégiale (Ottawa), Lambton College (Sarnia), Loyalist College (Belleville), Mohawk College (Hamilton), The Michener Institute (Toronto), **Niagara College** (Welland), Northern College (Timmins), Ridgetown College (Ridgetown), St. Clair College (Windsor), St. Lawrence College (Kingston), Sault College (Sault Ste. Marie), Seneca College (North York), Sheridan College (Oakville), Sir Sandford Fleming College (Peterborough).

## What's the length of programs?

College programs can be one, two or three years. Collaborative college/university programs are usually four years.

## What's the approximate cost for a year?

The approximate cost for one year of study if a student moves away from home is \$10,500 (includes tuition, student fees, residence, meals, textbooks, personal costs)

## What are the admission requirements?

Applicants must be graduating with their Ontario Secondary School Diploma. The basic requirement for admission under the new curriculum is a combination of six 12U or 12M courses; most programs have specific subject requirements; some universities require a minimum number of "U" type courses.

## How does a student apply?

Applicants to Ontario Colleges apply through OCAS (Ontario College Application Services). Application forms are submitted through secondary school guidance offices.

## Are some programs more competitive than others?

Yes, particularly in the areas of Health, Human Services, and Media.

## How are admissions decisions made?

Usually by grades, but sometimes by questionnaire and attendance at information sessions.

## How can I get more information?

Contact your school's guidance department  
Contact the colleges, or visit the website of the Ontario College Application Services at [www.ocas.on.ca](http://www.ocas.on.ca)