 

Career Planning .... Grade 11 Suggested Checklist

* Continue to analyze your interests/abilities/values/learning style/personality/beliefs and choose challenging courses that connect to your career/education goals.
* Meet with your Career Advisor, Mrs. Hatton, to book a one-on-one appointment to do occupational interest testing and learn how to research options that may interest you.
* Continue to research career options. Read occupational profiles available on www.alis.gov.ab.ca , specific occupational association websites or other sites your school may have a paid subscription for i.e. www.myblueprint.ca (access through an assigned username and password specific to each school – see your Guidance Dept.)
* Check requirements for admission to post-secondary institutions that you are considering attending. Did you check last year? Sometimes entrance requirements change! Make sure you are taking the right courses.
* Ensure you are aware of the correct courses and marks you require to get into the post-secondary option of your choice. What is your plan “B”?
* Join extracurricular and volunteer activities at school and in your community to develop responsibility, teamwork and leadership skills. These may help later with scholarships and admittance to certain programs.
* Attend Career & Post-Secondary Fairs in your school and/or community – See Mrs. Hatton for dates and times. She will also be looking for volunteers for these events.
* Please check the Guidance webpage for upcoming opportunities for high school students to participate in special career related programs i.e. Fire or Police Academy, Jr. Forest Ranger.

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* If you are interested in a Career in Health, Grade 11 is the only year you can participate in the Health Internship Program – a 6-week paid summer internship. Check with Mrs. Hatton early in February for application information.
* Continue to talk to parents, counselors, your career advisor, teachers and business professionals about your career goals and post-secondary options.
* Prepare a budget to determine roughly the amount of money you may need for post- secondary education.  “Adapted from Learning Clicks resources on www.learningclicks.ca/toolkit with permission from Alberta Advanced Education.”

          

* Check out financial aid/ student loan information with your parents. (www.alis.gov.ab.ca)
* Some financial aid programs are available for application in Grade 11. Check out options through scholarships, grants or bursaries. Apply if applicable. Listen closely to May & June announcements for these!!
* Look at the criteria for the Grade 12 scholarships, and plan to apply.
* Consider other methods of saving money – summer employment, part-time work.
* Update your Grade 10 Employability Skills Portfolio.
* If you have not already done so, plan to visit a variety of post-secondary institutions (2-3) that you may be interested in. Take a tour; attend an open house event or an evening informational session about a potential program of interest.

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* If you are interested in the Trades & Apprenticeship, as your post-secondary option, ask Mrs. Hatton about the RAP program?
* You may be able to start your training while you attend high school.
* Begin a personal file of information you have researched or received from institutions, scholarship applications, admission information, etc.
* If you have not done so already, check the website or contact the post-secondary institution you are planning to apply to for information about admissions, courses, programs, scholarships, housing, financial aid deadlines, application procedures and deadlines. Consider applying to more than one institution as a back-up plan.
* Inquire at the institution if they offer a “Student for A Day Program” where you can buddy up with a current student around for a half or full day.
* Make sure you work hard and get good grades. Sometimes conditional acceptances from post-secondary institutions are based on Grade 11 marks.
* Record important dates on your calendar.

(Suggested Alberta resource for students and parents: [www.alis.gov.ab.ca)](http://www.alis.gov.ab.ca))

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