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Section 1

High School: Your Next Step toward Graduation

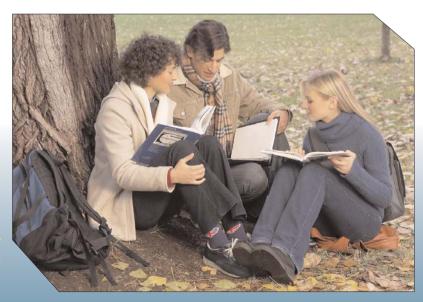
High school, the time of your life! You must be looking forward to it.

s you prepare to enter high school, all kinds of opportunities await you: meeting new people, joining clubs and activities, getting your driver's licence, deciding on a part-time job, and choosing your courses, to name a few. At the same time, you begin to make plans for your future after graduation. How will you do all this?

Focus on the Future: Your Grad Planner has been prepared to assist you. Through this Grad Planner, you will gain an understanding of the requirements for high school graduation. You will also learn about career planning and paying for your future education. Along the way, you will develop the confidence to make wise choices. Don't worry. Help is available.

"The point is—high school is a place to explore—to get your feet wet before jumping into the real world."

- Jillian Nichols, Student



Planning Your Move to High School

Planning for high school takes place over time and involves many decisions. As a Senior Years student, you will enroll in one of Manitoba's high school diploma programs—for example, the Senior Years English Program or the Senior Years French Immersion Program. Each program has certain compulsory and optional requirements.

Beginning in Senior 1 (Grade 9) and continuing through Senior 4 (Grade 12), you will earn credits toward high school graduation through the courses you take. To obtain your Manitoba high school diploma, you must accumulate a *minimum of 30 credits* from a combination of compulsory courses and optional courses.

- · A compulsory course is a course that you must take.
- An optional course, sometimes called an elective, is a course that you may take.

Some courses are full credits, while others are half credits.

Your school counsellor and teachers will discuss credit requirements with you as you prepare your timetable for the coming year.



Choosing from a Range of Credit Options

o graduate from high school, you must successfully complete certain compulsory courses, but you will also have opportunities to select optional courses that appeal to your interests, abilities, values, and career goals.

Compulsory Subject Areas

- n high school, you will continue to take compulsory courses in
- ★ English language arts
- * mathematics
- physical education and health education
- * science
- * social studies

Credit Options That Schools May Offer

The types of optional courses offered in schools vary widely, depending on student needs and available resources.

Typical Areas:

You may be able to accumulate optional course credits in areas such as

- * arts (art, drama, music)
- business education and marketing
- * computer education
- industrial arts/technology education
- * languages
- social sciences (home economics)

Special-Interest Areas:

Optional courses may be offered in special-interest areas such as

- * career education
- psychology
- * religion
- * outdoor education

or more information about Manitoba's graduation requirements and credit options, visit the Manitoba Education, Citizenship and Youth website at:

<www.edu.gov.mb.ca/ks4/
docs/parents/grad/>

Additional Courses in Compulsory Subject Areas:

You will be taking courses in the compulsory subject areas listed on the previous page, but you can also take additional courses in these areas to meet your optional credit requirements. These courses may also be important in meeting special post-secondary entrance requirements.

International Baccalaureate (IB) and Advanced Placement (AP) Courses: Your school may offer IB and/or AP courses that provide opportunities to earn credits toward high school graduation.

Dual Credits:

If your school offers courses through a university or college, you can earn credits toward graduation for successful completion of these courses, as well as credits at the university or college level.



Credit Options That You Can Initiate

In addition to taking the courses offered in your school, you can earn optional credits in other ways, with a little initiative on your part. These may include the following:

Distance Learning Courses:

You can greatly expand your choice of options by taking Independent Study Option (ISO) courses or web-based courses. When taking distance learning courses, you work on your own and submit the assignments for marking, either by mail or online. Examinations are supervised.

High School Apprenticeship Program (HSAP):

To start apprenticeship training in a trade while you are still attending high school, you must be at least 16 years old and enrolled as a Senior 3 or Senior 4 student. You can earn a maximum of eight credits toward graduation while accumulating apprenticeship hours, if you decide to pursue one of Manitoba's designated trades at a later date.

Student-Initiated Projects (SIPs):

In the Senior Years, you can develop projects of special interest, which must be supervised by teachers. One example is the Community Service Student-Initiated Project (CSSIP). You can earn one credit toward graduation for volunteer work in the community.

Summer School:

Summer school programs allow you to repeat a course that you did not successfully complete, to improve a grade, or to take a course that is not offered in your school. You will have to pay for these courses.

You can also earn credits for abilities and skills that you develop outside your school through options such as these:

Private Music Option:

You can acquire music credits if you complete examinations with the Conservatory Canada or The Royal Conservatory of Music programs.

Royal Winnipeg Ballet (RWB):

You can obtain credits if you are registered in the senior levels of the RWB professional program.

Special Language Credit Option:

You can earn credits for mastery of a language other than English or French. This includes the American Sign Language credits. Special examinations are required.

Cadets:

Participation in the Cadet program allows you to aguire a maximum of two credits. However, these credits cannot be included among the 30 credits required for high school graduation.

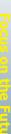
s you adjust to the high school system and learn more about your credit options, you will be in a better position to select

courses that best suit your abilities and needs. There will be time for adjustments and changes. However, it will be very important for you to understand what courses to take in high school to prepare you for a satisfying future.

What matters most right now is that you be comfortable with the transition into high school. Here are some ways you can learn more about the programs your school offers, the kinds of courses you can take, and the variety of activities and services available to you:

- * Attend the orientation sessions for incoming students, as well as special evening meetings for parents and students.
- * Visit the school that you will be attending.
- * Speak to your school counsellor, teachers, or principal.
- ★ Check out the websites listed in the Resources section at the back of this Grad Planner

Believe that you can make your high





Begin Your Career Exploration Early

s you prepare for the transition into high school, you need to start thinking about the question, "What am I going to do after araduation?"

Sounds like a lot all at once, right? Don't panic. There's plenty of time to consider your future. However, it's a good idea to begin exploring your future career options so that you can make informed decisions along the way.

Career means something different to everyone. For some, it's a series of jobs. For others, it's what they will do for the rest of their lives. In this Grad Planner, career is defined as follows:

Career—the sum of your experiences, including work, learning, and leisure activities.

At this stage of your life, your career is a reflection of what you have accomplished until now, at home, at school, and in your community.

> While your career may be very similar to that of your friends and classmates right now, it will soon include a variety of experiences that will make it unique. This Grad Planner will give you some ideas on how you can make this happen.

etting to know yourself is one of the major steps in beginning to plan for your future. Knowing what you like or don't like, what is important to you, and what kinds of things you are good at helps you to understand who you are. When you know how you learn, get along with others, and deal with problems, you have an even clearer picture of yourself. There is so much about you that is truly special!

What you know about yourself today, though, is only the beginning, the foundation upon which to build the future. You and the world around you are constantly changing. High school allows you to discover new things about yourself. Be open to opportunities that broaden your mind and uncover your talents. Get involved in student council and other activities. Volunteer in your school or in your community. Stay fit. Meet new people. Seek to maintain a healthy balance in your school and personal life. These experiences, among many others, will allow you to become more fully who you

really want to be.

"Feel free to try a few things out and see where you fit in. You never know when something might come up that will change your outlook and open the doors to many more worthwhile experiences."

- Jillian Nichols, Student



Skills and You

Skills are abilities or capabilities that can be developed and improved with experience, practice, and training. Employers constantly stress that the skills they look for in their employees are those that are learned in daily life. These skills come from taking courses at school, working part-time, doing chores at home, participating in extra-

curricular activities, and getting along with family and friends. Reliability, ability to communicate and to work with others, and problem solving are skills that will definitely be

transferable to the workplace.

While in high school, you can work at developing a strong set of skills that will be yours for a lifetime!

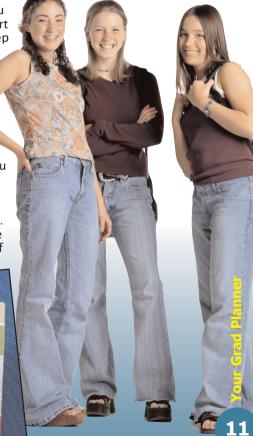
Portfolios

A good way to help you keep track of your personal growth is to create a scrapbook or portfolio. In it, you can store your certificates, report cards, and reference letters, keep track of skills and

achievements, and record other personal information. Your portfolio will be useful as you seek parttime work, apply for scholarships, and develop

your future plans.

See your school counsellor if you are interested in developing a portfolio. Your school may be using a document called *A Self-Managed Career Portfolio Guide*. For more information, check the Resources section at the back of this Grad Planner.



By the time you

you'll have

leave high school,

hundreds of skills

that you can use

in all areas of life.

Understand the World of Work

he world of work is a fascinating place with thousands of jobs to choose from. Right now, you are not expected to know what kind of work you want to do in the future. However, it's a good idea to begin exploring those occupations that appeal to you and that best suit your needs.





Learn where you can obtain reliable and up-to-date information about these job opportunities. Your family has access to a guide called *Focus on the Future: Career Planning Begins at Home.* Together, you can discover what is available in the world of work and what you can do to make satisfying career choices.



Ways to Learn about the World of Work

Here are some suggested activities to help you understand what is involved in the world of work.

- Talk to your parents/guardians and other adults about their work.
- Participate in your school's *Take Our Kids to Work*™ program held in November of each year. This Senior 1 job-shadowing activity reveals the many sides of an occupation.
- Play *The Be Real Game*, a role-playing activity that lets you experience the life of an adult worker.
- Volunteer. You could discover the kind of work that appeals to you while developing many new skills.
- Sign up for a career-education course at your school to acquire work experience and to explore areas of interest.
- Consider summer employment.
- Explore occupations available in your area by visiting local businesses and industries.
- Read daily and weekly newspapers to learn more about job opportunities and trends in the labour market.
- Attend the Career Symposium in Winnipeg or in Brandon and participate in career fairs at your school and in your community.
- Read some of the resources that should be available at your school: Canada Prospects, Manitoba Prospects, Careers in Apprenticeship Trades, Destination 2020, SAY Magazine, and many more.
- Spend time visiting career-planning websites that are free to all Manitoba schools and youth-serving agencies. Explore the online resources suggested at the back of this Grad Planner. Speak to your school counsellor for additional information.

Explore Your Future Educational and Training Opportunities

Whether you consider working, travelling, or continuing your schooling right after graduation, keep in mind that by the time you graduate, two-thirds of the jobs created in Canada will require some form of education beyond high school. In considering your plans, remember that the best possible option is the one that most suits your skills, needs, and goals, now, and in the future. It is important to stay open to the many possibilities that exist in the rapidly changing and exciting world of work.

Work

Some of you may want to experience full-time employment immediately upon leaving high school. Employers seek young people who are motivated to learn new skills and

"What are my options after high school?"

who will become an asset to their company. While on-the-job training is provided, you can still further your education through part-time studies. To prepare yourself for work, you will want to develop your job-search skills and learn about the variety of opportunities that suit your interests and abilities.



Apprenticeship Training

Apprenticeship is a way to train for a career in one of the many designated trades available in Manitoba. It combines paid on-the-job

he areas of skilled trades and technology hold a promising future for young Canadians. learning with sponsored technical training. In other words, you get paid while you learn. When you finish your apprenticeship training, you receive a Manitoba Certificate of Qualification and become a certified journeyperson. If your certificate has a Red Seal, you can work anywhere in Canada where the

trade is designated. Journeypersons often start their own businesses, teach, or continue to study in other areas of interest. In high school, you can get an early start in a trade through the High School Apprenticeship Program (HSAP).



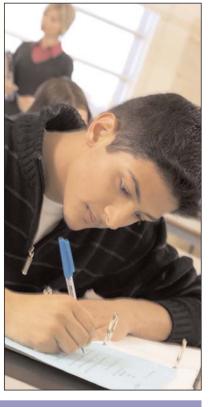
University

You may decide to attend a university. A university education provides you with the theory and the practical training required for

professions in areas such as teaching, medicine, law, and many more. You also may attend a university to broaden your knowledge and to develop necessary skills for the workplace. Attendance at university is usually three to four years—or longer, for more specialized studies.

College

Much like university, a college education provides you with theoretical learning, along with plenty of hands-on training. Programs of study include business administration, culinary arts, child and youth care, computer programming, technology, and many more. Training for apprenticeship takes place at a college. The length of training at a college is usually one to two years, or more, depending on what field you are studying.



You may choose to take your studies at a university or college on a full-time or a part-time basis. Deciding which school is right for you will depend on a number of factors, including the type of learning you want to pursue, the skills that you hope to develop, how long you want to be in school, and what you plan to do after graduation.

It's important to understand what you must take in high school in order to be accepted into university and college programs.

University and college admission information is readily available online or in print form from the individual colleges and universities. For more information, visit the websites listed at the back of this Grad Planner, and speak to your school counsellor as soon as possible.

Entrepreneurship and Self-Employment

You may eventually decide to start your own business or to become involved in one that is already established. In high school, you can join clubs and organizations that promote these interests, such as Junior Achievement of Manitoba. There are many different ways in which you can develop the skills to manage a business, including taking college and university courses, business seminars, and workshops. Check the websites listed at the back of this Grad Planner for more information about these opportunities.

Other Types of Training

Once you leave high school, you can still consider programs of study that are offered through high schools or through technical schools.

Examples of such courses are aviation mechanics, hairstyling, microcomputer repair, and production art, to name a few.

You could also take your training through a number of private vocational schools, through part-time evening and weekend study, and through distance learning courses.

Opportunities also exist with the Canadian Forces Reserves program while you attend high school and after graduation.

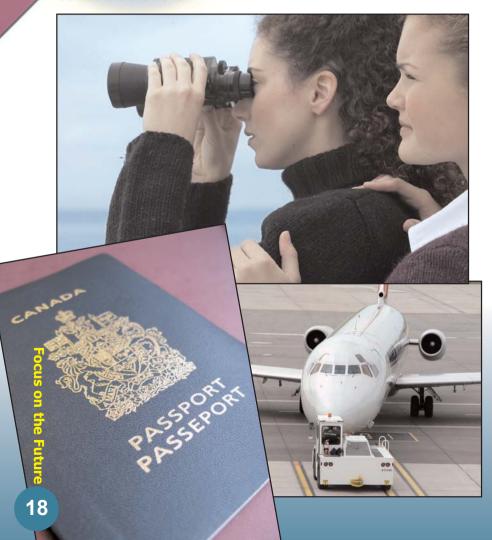




Travel

Some young people choose to travel across Canada or abroad after graduation. You could decide to work for a while and then take time off for travel. You could volunteer with organizations such as Katimavik and Canada World Youth, among others.

While the idea of travelling may appeal to you, explore your options as if you were going to continue your schooling right after graduation. In this way, you will stay focused on your future choices and you will have an idea about the steps to take when you return. If things change, you'll have a plan. Remember that many colleges and universities offer interesting exchange programs to other parts of Canada and the world.



Develop Your Decision-Making and Goal-Setting Skills

he need for decision making and goal setting is a fact of life. The decision-making process involves examining all your options. Once you have selected a suitable option, you set a goal and an appropriate course of action to ensure that you meet your desired outcomes.

On any given day, you make many decisions, some more important than others. Think about some of the goals that you have achieved. What steps did you follow and how did you stay on track? How did you know that you had achieved your goals? Was someone there to provide support?

No matter what decisions you make, whether as simple as buying something for yourself or as important as planning what to do with

your life, you can follow the same basic steps in the decision-making process.

As you work through the process of career exploration, you will be faced with many decisions. Your plans may change along the way. Be patient and be willing to take the necessary steps to meet your desired outcomes.

Remember to discuss your plans and decisions with your family, teachers, and school counsellor. Many useful activities can be found in the guide Focus on the Future: Career Planning Begins at Home. Try out these activities with your family.

Steps in Decision Making

- 1 Identify the decision that you need to make.
- 2 List all your possible options.
- 3 Keep in mind your values, interests, and abilities when choosing an option.
- 4 Think about the pros and cons of each option.
- Choose the option that best suits you.
- 6 Put together a plan of action to help you achieve what you want.
- 7 Follow your action plan and keep track of your progress.
- **Q** Modify your plan, if necessary.

Section 4

How Will You Pay for Your Education after High School?

Ways to Finance Your Future Education

uring the next few years, you and your family will want to discuss your future plans and the costs involved in paying for your education after high school. While the cost for your education will likely be a shared responsibility, you have a part to play. You can discover new ways to save. "Free money" may even be available to you! The key is to stay well informed.

much you can save from part-time work and summer jobs over the next four years. Setting aside a portion of these earnings for your

Here are some strategies that you can think about as you prepare for your education after high school. It's never too early nor too late to start planning!

probably use several sources to pay for your education after high school.
Consider all your options.
Begin to develop a plan now!

Savings

A good place to begin is with your savings. You'll be surprised by how

education can only help.

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Family Contributions

Your family may be able to give or lend you some money for your educational expenses after high school. They may already have set up a registered education plan for this purpose. If your family cannot provide financial assistance, discuss with them other possible sources of financial support.

Cooperative Programs

A cooperative program can provide paid work experience while you learn after high school. This type of program is offered particularly at universities and colleges. It allows you to work for a term, study for a term, and repeat the pattern until you complete your studies. Learn about these possibilities as you explore your future education and training options.

Government Employment Programs

You could take advantage of some unique employment opportunities sponsored by the provincial government while you are completing your education during and after high school. Examples are the provincial Green Team projects, Career Focus, and STEP Services. Check the MB4Youth website at the back of this Grad Planner for more information about these and other student employment opportunities.



our Grad Planner

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Scholarships, Bursaries, and Awards

Scholarships, bursaries, and awards are important means of financing your education after high school. The "free money" awarded to you goes toward the costs of your education.

You could qualify for a number of these opportunities simply by making the best of your high school experiences:

- \$ Scholarships can be awarded for your academic achievements in school. You may also be eligible for a number of scholarships that require participation in school, community, and athletic activities, evidence of leadership ability and initiative, and overall contribution to society during your entire high school program. Get a jump start! Volunteer. Join a team. Become a member of a club. Study. It will pay off!
- \$ Bursaries are monetary awards that are normally given if you require additional financial assistance while studying or training after high school. You usually apply for bursaries once you begin your college or university education.
- \$ Bursaries for community service are presently available to those students who volunteer 100 hours while completing their education after high school. Youth Serves Manitoba Program is coordinated through the provincial government. Check out this program as you approach high school graduation.



Canadian Forces Reserves

The Canadian Forces Reserves offers a program in which you can earn money while completing your education, even while in high school. This program, unlike the Royal Military College of Canada, does not oblige you to stay with the Forces upon completion of your training.

Manitoha Student Aid

The day may come when you have made every attempt to save for your education but you still require assistance. You may have to move away from home. Your band or council may only be able to provide so much assistance. Your family might encounter unexpected additional expenses. You may have special needs. Perhaps, there just is not enough money to go around.

This may be a time when Manitoba Student Aid can be of help. This provincial government branch can assist you in applying for loans. grants, and bursaries to help with the costs of your education after high school.

Applying for a student loan does not guarantee that you will automatically get one. Special conditions must be met. While you may be eligible to receive assistance for your education after high school in the form of loans, you must realize that while you don't have to pay interest during your studies, you will have to be pay back the loan once you have completed your schooling. You are encouraged to consider all the other available options in financing your education, knowing that you can apply for these loans and bursaries, if necessary.

continuing your education after high school, know that help is future education and discuss your plans with family members.

You can find information about scholarships, bursaries, awards, and other financial aid in a variety of ways:

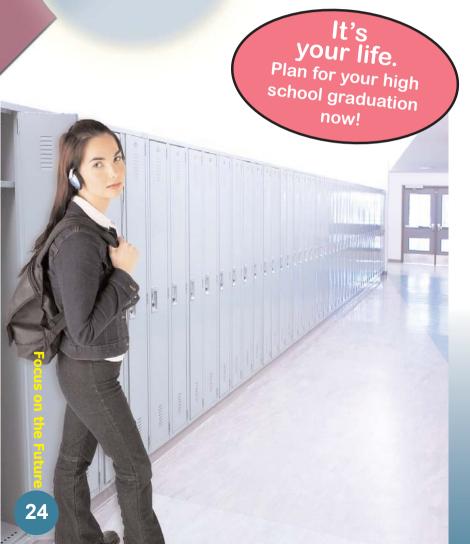
- possible, meet with your school counsellor to talk about scholarships and bursaries.
- * Check out the websites related to financial aid at the back of this Grad Planner.
- * Talk to your parents about scholarships that may be available
- * Consider sources such as banks, credit unions, professional associations, labour unions, and athletic organizations.
- * Watch for advertisements about other scholarship and bursary opportunities.

Section 5

What Can You Do Now?

You've just read about the requirements for high school graduation, the importance of career exploration during high school, and ways to pay for your future education. Now what?

You may have heard the saying, "if you don't know where you are going, you'll end up somewhere else." To get to where you want to go and to become who you really want to be, you have to take charge and become involved in the process of career planning. Recognize your uniqueness and special talents. Be yourself. Don't be afraid of change. Seek help when you need it.



High Five Plus One

Across Canada, the concept of the High Five is being promoted as an approach to planning and decision making for all ages. Recently, a sixth concept has been added, giving us the High Five Plus One. Apply these principles as you focus on your future.

Change Is Constant



Recognize that the world around you is constantly changing, and so are you. Stay open to new ideas and new ways of thinking. Be flexible.

Learning Is Ongoing



You'll continue to learn in many different ways throughout your lifetime. In school, stay motivated by developing new skills and by discovering your talents. Challenge yourself.

Focus on the Journey



Enjoy the ride, not only the destination. Appreciate the people you meet, the places you go, and the work you do. Take time to relax. Change direction, if necessary. You never know what lies ahead!

Follow Your Heart



"The future belongs to those who believe in the beauty of their dreams." —Eleanor Roosevelt

Find a way to turn your dreams into reality by creating a plan to make them happen. Listen to the feelings inside you.

Access Your Allies



Trust in the support of other people. Discuss your plans with family, teachers, school counsellors, and friends. Make your choices a team effort.

Know Yourself



Getting to know the real you will prepare you to make decisions and to set goals that are truly yours. Consider high school courses and activities that best suit your interests, abilities, and needs. Believe in yourself!

ere are some online and print resources that can assist you in planning your high school courses, exploring your career interests, and planning to pay for your future education after high school graduation. Share the resources with your family and friends.

Graduation Requirements

Manitoba Education, Citizenship and Youth. <www.edu.gov.mb.ca/ks4/docs/parents/grad/>
Information regarding high school graduation credit requirements in Manitoba.

Career Exploration

Websites

Anaca Technologies Ltd. *Career Cruising*. <www.careercruising.com>
Career exploration website available free of charge to schools and youth-serving agencies across Manitoba. Ask your school counsellor for the username and password.

Brandon Career Symposium. <www.career-symposium.ca>
Current information on career and educational opportunities for youth.

Canada. Canada/Manitoba Business Service Centres. <www.cbsc.org/manitoba> Information on starting a business in Manitoba.

- ---. Job Futures. <www.jobfutures.ca>
 Career and education planning tool that provides information on employment opportunities across Canada.
- ---. Youth.gc.ca. <www.youth.gc.ca> Information and guides for education, training, and employment opportunities for youth.

Canada Career Consortium. *Canada Prospects 2004-2005*. www.careerccc.org/canadaprospects/ A magazine for job seekers, career changers, and life planners.

- ---. Destination 2020: Build Your Work Skills. www.careerccc.org/destination2020/ Activities to help youth develop work skills.
- The Learning Partnership. Take Our Kids to Work™. <www.takeourkidstowork.ca> Program that allows students to spend a day at a workplace.
- Manitoba Advanced Education and Training. Apprenticeship. <www.gov.mb.ca/tradecareers> Information on apprenticeship training in Manitoba.
- ---- High Demand Occupations in Manitoba. <www.edu.gov.mb.ca/aet/lmi/hdo/hdo.htm> Information on Manitoba's labour market.

Manitoba Education, Citizenship and Youth. Career Development. www.edu.gov.mb.ca/ks4/cur/car_dev.html Career-development resources and information.

- ---. Focus on the Future: Career Planning Begins at Home. <www.edu.gov.mb.ca/ks4/cur/car_dev.html> Guide for Middle Years students and their parents.
- ---. MB4Youth. <www.mb4youth.ca> Guides for education, training, and employment opportunities for youth.
- ---. A Self-Managed Career Portfolio Guide. <www.edu.gov.mb.ca/ks4/docs/support/c_portfolio/index.htm> Resource to help students develop their own career portfolio.
- ---. STEP Services. <www.studentjobs.gov.mb.ca>
 Part-time and summer employment opportunities for Manitoba youth.

- Manitoba WorkinfoNET (MBWIN). <www.mb.workinfonet.ca> Library of employment, training, and career-planning information.
- The Real Game Series. <www.realgame.com/canada.cfm>
 Programs that provide role-playing activities related to work. Available in schools.
- Rotary Career Symposium (Winnipeg). <www.career-symposium.org> Information regarding education and employment opportunities.
- SAY Magazine. <www.saymag.com> SAY (Spirit of Aboriginal Youth). Lifestyle magazine for Aboriginal youth.
- SchoolFinder.com. <www.schoolfinder.com>
 Education guide to search Canadian colleges, universities, and other training institutions, as well as careers and scholarships.

Print Resources

- Manitoba Advanced Education and Training. Careers in Apprenticeship Trades: ...Get the Knowledge! Winnipeg, MB: Manitoba Advanced Education and Training, n.d. Guide to understanding apprenticeship and trades, including the High School Apprenticeship Program (HSAP).
- Manitoba Prospects 2005. Winnipeg, MB: Manitoba School Counsellors' Association, Manitoba Education, Citizenship and Youth, Manitoba Advanced Education and Training, and Human Resources and Skills Development Canada (Manitoba Region), 2005. Career-planning guide available in high schools throughout Manitoba.
- Wallace, Lee. Career Studies 10. Scarborough, ON: Nelson Thomson Learning, 2001.

 Course in learning to ask questions and developing planning and decision-making skills for life.

Financial Planning for Future Education

- Canada. CanLearn. <www.canlearn.ca>
 Federal government guide for helping youth plan and finance education after high school.
- Manitoba Advanced Education and Training. Manitoba Student Aid. <www.studentaid.gov.mb.ca> Provincial government information on financial assistance for students.
- Manitoba Education. Citizenship and Youth. Youth Serves Manitoba Program.
- Manitoba Education, Citizenship and Youth. Youth Serves Manitoba Program www.edu.gov.mb.ca/youth/Employers/YouthServes.html Information about bursaries for community service.

Scholarships, Bursaries, and Awards

- The Aboriginal Multi-Media Society (AMMSA). <www.ammsa.com> Aboriginal scholarship and bursary guide.
- National Aboriginal Achievement Foundation (NAAF). <www.naaf.ca> Aboriginal scholarship opportunities.
- National Association of Disabled Students (NEADS). <www.neads.ca> Special needs scholarship opportunities.
- ScholarshipsCanada.com. <www.scholarshipscanada.ca> Database to search opportunities for scholarships and grants.
- Student Awards. <www.studentawards.com>
 Free service to search scholarships and other financial aid.

Each educational institution has its own website, with information on financial aid and awards. This information can be found by going directly to the school's website or by visiting *Career Cruising* and other career-planning websites.

