* ***Ministry Of Education Career Life Education Curriculum***
* ***Work Habit Criteria CEL10***
* ***Rubric for Career Education Dec 2016***

1. **Capstone Project – Introduce 10%**
2. **Develop Inquiry Question**

* *Developing an Inquiry Question CEL 10*

1. **APA Writing**

* *Book Librarian*
* *How to write APA YouTube*
* *How to Format APA YouTube*
  + *Formatting in APA YouTube*
* *Creating APA Citation YouTube*
  + *References and Citations YouTube*

1. **Presentation Skills (Oral and Visual)**

* *Book Career Education Department*
* *Presentations Tips*
* *PowerPoint Presentations*
* *20 ways to Improve your Presentation Skills*

1. **Portfolio**

* *CLE Portfolio Items to be uploaded into MyBlueprint CEL 10*
* *MyBlueprint Website* 
  + [*https://www.myblueprint.ca/*](https://www.myblueprint.ca/)
* *Portfolio Project CEL 10*
* *MBP36 - myBlueprint Building a CLE Portfolio*

1. **Capstone**

* *Guest Speaker – Career Education Department*
* *Capstone Booklet Guide*
* *Research Project Career Exploration CEL 10*
* *Capstone Mock Sample Project Ideas CEL 10*

**II. Career Life Development - 20%**

1. **Mentorship**

* *CLE Teacher and Career Education Department*

1. **Self-Care Plan**

* *Guest Speaker – Stigma Free Zone*
* *Self-Care Plan CEL 10*
* *Things I Do Well CEL 10*
* *Three Steps for Handling Rejection CEL 10*
* *MBP9 - What is Stress*
* *MBP10 - Time Management Strategies*
* *MBP38 - Self-Esteem and Inner Thoughts*
* *MBP13 - Overcoming Life's Obstacles*
* *MBP27a - Conflict Resolution Strategies*

1. **Preferred Ways of Knowing and Learning - Interests, Values & Cultural**

* *Basic Human Needs CEL 10*
* *Identity Check Sheet CEL 10* 
  + *My Interests CEL 10*
  + *What I Know & Value About Myself CEL 10*
* *MBP1 - myBlueprint Who Am I Learning Styles*
* *MBP2 - myBlueprint Who Am I Personality Activity*
* *MBP3 - myBlueprint Who Am I Interests Activity*
* *MBP4 - myBlueprint Who Am I Knowledge Activity*
* *MBP5 - myBlueprint Who Am I Motivations Activity*
* *MBP6 - Who Am I*
* *MBP7 - Multiple Intelligences*

1. **Core Competencies**

* *Core Competencies PowerPoint CEL10*
* *Core Comp Handout 2017 CEL 10*
* *Personal Development the Core Competencies - KO CEL 10*
* *MBP37 - Guide for Students on Using myBlueprint Portfolios to Self-Assess on Core Competencies*

1. **Employability Skills**

* *Focus On My Skills CEL 10*
* *Employability Skills 2000+*

1. **Transferable Skills**

* *Guest Speaker – Graduated Licensing Program*
* *MBP14 - Transferable Skills*

1. **Leadership**

* *MBP11 - Leadership Inspired Coat of Arms*

1. **Reflections & Self-Assessment**

* *Personal Empowerment Key Words CEL 10*
* *Personal Listening Reflection CEL 10*
* *Listening Skills CEL 10*
  + *I Messages CEL 10*
  + *Non Verbal Communication CEL 10*
* *MBP8 - Healthy Relationships Through Honesty*
* *MBP27 - How I View Myself & How Others View Me*

1. **Workplace Safety**

* *Guest Speaker – BC Fed Alive After 5*
* *Lost Youth Video and Knowledge Test*

1. **Social Media – Personal and Public Profiles**

* *Split Decisions*
* *6 Degrees of Information*
* *MBP12 - Digital Citizenship* - Building Healthy Relationships

1. **Connection to Community - 30%**
2. **Inclusive Practices**

* *Employer Expectations CEL 10*
* *Go the Extra Mile CEL 10*
* *MBP26 - Roles in the Workplace*

1. **Diverse Perspectives**

* *Guest Speakers Evaluation CEL 10*
* *Five Reasons to Work! CEL 10*
* *Evaluating CLC Capstone Presentations*

1. **Personal Networking**

* *A New Way to Find a Job CEL 10*
* *Do and Don't of Job Hunting CEL 10*
* *How to Research a Job CEL 10*
* *Ways to Find Employment CEL 10*
* *Steps to Successful Job Networking CEL 10*
* *How to Follow Up After an Interview CEL 10*
* *When, Why & How to Quit a Job CEL 10*
* *MBP21 - Job Shadow*

1. **Employment Marketing**
2. **BC Employment Standards**

* *Guest Speaker - BC Fed Alive After 5*
* *BC Employment Standards Website*
* *Applying for your Social Insurance Number*

1. **Job Applications**

* *Job Application Information CEL 10*
* *Practice Employment Application Information CEL 10*
* *MBP20 - Employment Recruiter*

1. **Employment Marketing Continued**
2. **Resume**

* *Resume Fill in Template CEL10*
* *How to Type a Resume /Write Condensed CEL10*
* *Book Career Centre Assistant*
* *MBP31 - myBlueprint Resume Building Activity*

1. **Interview Skills**

* *Astonishing Answers about Yourself! CEL 10*
* *The Six Keys to a Successful Interview CEL 10*
* *Why Use Formal Interviews CEL 10*
* *Sue's Interview Reponses CEL10* 
  + *Analyze the Interview CEL 10*
* *Ten Most Common Interview Questions Prep CEL 10*
* *Questions to Ask During an Interview CEL 10*
* *Job Shadowing Interview CEL 10*
* *MBP23 - Famous Person Interviews*
* *MBP33 - Interview Skills and Mock Interview*

1. **Thank you Notes**

* *Thank You Note Guide and Template CEL 10*

1. **Making a Better World**

Must complete 15 hours in either volunteering, work, athletics, or travel based on your career and passion

* *Making this a Better World Plan CEL 10*
* *Hours Log Sheet*
* *How Can We Give Back CEL 10*
  + *Building Blocks for Volunteering*
* *Volunteer Database*

**IV. Career Life Planning - 40%**

1. **Goal Setting**

* *Accomplishing Goals CEL 10*
* *MBP15- My Goal Setting Activity*

1. **My Blueprint Portfolio Items uploaded**

* *Ask Career Education Department*

1. **Career-Life Developmental Research 4 – Oral Presentations**

Must include one of each:

Personal, Environmental and Land Factors

* *Job or Career Choices CEL 10*
* *Steps for My Career Plan CEL 10*
* *3 Presentations - Career Cluster Research Assignment CEL10*
* *Career Clusters - CEL10*
* *Career List CEL 10*
* *1 Presentation - Researching Trade Programs CEL 10* 
  + *ITA Trades to Research CEL10*
* *Research Guide – Career Exploration Final CLE Project CEL 10*
* *MBP16 - Pathways To A Career Activity*
* *MBP17 - My Life Map*
* *MBP19 - Decision Making Process*
* *MBP22 - Experiential Learning Activity*
* *MBP24 - myBlueprint Skilled Trades & Apprenticeships Activity*
* *MBP25 - Occupation and Values*
* *MBP28 - Jobs, Occupations, and Careers*
* *MBP29 - myBlueprint Who Am I Compatibility Activity*
* *MBP30 - Oh, the Places You'll Go*!
* *MBP40 - October Sky Analysis*

1. **Post-Secondary Applications Process**

* *Guest Speaker – Kwantlen Polytechnic University*
* *Educational Planner BC Website -* [*https://www.educationplannerbc.ca/*](https://www.educationplannerbc.ca/%20)
* *Post-Secondary School Fact Sheet CEL 10*
  + *Post-Secondary Planning CEL 10*
* *Student Transcript Service CEL 10*

1. **Scholarships and Bursaries**

* *Guest Speaker – Career Education Department*
* *LT Scholarship Website*
  + [*http://kermodea.wixsite.com/ltscholarships*](%20http:/kermodea.wixsite.com/ltscholarships)
* *Strategies for Winning Scholarships Booklet*
* *Scholarship Resume Template CEL 10*
* *Book Career Education Assistant*
* *Researching Available Scholarships*

1. **Financial Planning**

* *Guest Speaker - RBC – It all Adds Up*
* *The Art of Budgeting CEL10* 
  + *student-guide-lesson-three1 (1)*
* *Savings and Investing CEL10* 
  + *student-guide-lesson-twelve (1)*
* *Credit CEL 10* 
  + *student-guide-lesson-seven (1)*
* *MBP34 - myBlueprint Financial Literacy Activity*

1. **Graduation Requirements**

* *My Graduation Plan CEL 10*
* *MBP35 - myBlueprint High School Graduation Planning*
* *LT Counselling Team – Course Selection Website*