


Career Development

		Adopted: June 28, 2011 Amended: March 27, 2015
	External References: <ul style="list-style-type: none"> • Education Act: Sections 85, 87, 109, 191 • Saskatchewan Ministry of Education Career Education Curriculum Documents • Ministry of Education Practical and Applied Arts 2006 	Internal References: <ul style="list-style-type: none"> • AP 241 Career and Work Exploration. • AP 242 Apprenticeship Credit • AP 243 Job Shadow • AP 244 Off-Site Work-Based Activities

Background

The Division recognizes the importance of career development and views a comprehensive Career Development Plan as essential in assisting students to develop the skills and competencies they will need in order to ensure successful transitions beyond our educational system. The program is coordinated by the Career Development Consultant. All schools with grades 9-12 in the Division have a designated Career Development teacher. Components of the Career Development Plan include: Middle Level Career Education, Career Counselling, Career and Work Exploration (CWEX), Apprenticeship Credit, Job Shadow and Off-Site Work-Based Activities

Procedures

1. Middle Level Career Education

All Division schools with grade 6-9 students are to offer the mandatory Career Education grades 6 through 9 curricula following the provincial curriculum guidelines.

2. Career Counselling

All secondary schools are required to implement Grade 10, 11 and 12 career counselling services for students. In schools serviced by a Career Development Itinerant Teacher, that teacher will work as the Career Counsellor. In schools not serviced by an Itinerant Teacher, the school will determine a Career Counsellor using existing staffing assignments.

2.1 At the Grade 10 level, Career Counselling involves the development of career portfolios through self-exploration and discovery activities led by the Career Counsellor.

2.2 At the Grade 11 level, students continue with portfolio updates, complete the CAPS/COPS/COPES (Career Ability Placement Survey/Career Occupational Preference System/Career Orientation Placement and Evaluation Survey) inventories, participate in group and individual counselling sessions, etc. through the support of the Career Counsellor.

2.3 For Grade 12 students, career counselling primarily involves a series of one-on-one consultation sessions customized to the unique transition needs of each student. The Career Counsellor helps connect students to life/career related opportunities best suited to his/her interests/skills/beliefs/networks with post-secondary institutions, oversees various programs such as Saskatchewan Youth Apprenticeship (SYA), etc.

3. Career and Work Exploration

All schools with Grade 10, 11 or 12 students are to offer CWEX (10, 20, A30, B30, 18, 28, A38 and B38) in some capacity as best suits local student needs, teacher availability, etc. Students should have the opportunity to take this class at least once in their Grade 10, 11, and/or 12 year. Please reference Administrative Procedures 241 Career and Work Exploration.

4. Apprenticeship Credit

Apprenticeship allows students to receive course credit for paid work the student is doing in the area of a skilled trade. Specific criteria must be met in order for credit to be approved. The Division offers Apprenticeship A20, B20, A30, and B30 credits to students. Please reference Administrative Procedures 242 Apprenticeship Credit.

5. Job Shadow

A Job Shadow is a career investigation tool used to help a student with the life/career exploration process. Job Shadows are not mandatory but may sometimes be useful in exposing students to an occupation of interest by observing the working life of an individual employed in a chosen field of interest. Please reference Administrative Procedures 243 Job Shadow.

6. Off-Site Work-Based Activities

Off-Site Work-Based Activities such as Project Based Learning and the Green Certificate Program offer students an opportunity to learn in a non-traditional setting. Please reference Administrative Procedures 244 Off-Site Work-Based Activities.