

## CTR1010: JOB PREPARATION & CALM OUTCOME 3: CAREER & LIFE CHOICES

Ms. Susan Robinson

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### Course Description:

Students develop successful employment search skills and a personal employment search portfolio.

**Note: Upon successful completion of the module, students will earn 1 credit for CTR1010 and will have completed one of three units for the requisite course, CALM20.**

### The CTR1010 Job Preparation course:

- may be linked with courses from the Career Readiness theme, other themes within the Career Transitions strand or with courses from other CTS strands
- is a prerequisite to the first Work Experience course (15, 25 or 35) taken by a student
- may be taken as a 1-credit course addition to the Career and Life Management (CALM) 20 course providing that students have access to the additional time needed to develop the general outcomes, to the assessment standards specified, for this course. Students enrolled in CALM 20 and this course concurrently must be advised that, to receive credits in both, they will be expected to meet the learner expectations specified in the CALM 20 course and the CTR1010 Job Preparation course.

**\*Note: Students will attend class with Ms. Robinson when not participating in a unit for Phys. Ed. They will first work on CTR1010: Job Prep and then when finished, FIN1010: Personal Financial Information.**

**\*\*Note: Students who successfully complete both of these two Modules earning their credits with Ms. Robinson and who have Principal and Parent consent, will have a spare.**

**\*\*\* Students should sign in and check with Google Classroom & when handing in assignments, students should have them checked off, recorded and initialized by teacher.**

### CTR1010 & CALM – Outcome 3 General Outcomes:

- identify and develop knowledge, skills and attitudes appropriate for conducting successful employment searches
- communicate in the language in which business is conducted completing documentation and demonstrating competence in the job search process
- prepare a personal employment search portfolio
- use technologies, tools and information systems appropriately for job preparation
- demonstrate basic competencies

### Employment Skills: (CTR 1,2 & CALM – C 1,2,3,4)

#### Specific Outcomes:

The student should:

- complete a career assessment
- define terms: job, occupation, career

- explore occupations and complete in-depth career report
- describe steps of an effective job search
- complete:
  - job application form
  - cover letter
  - resume
  - mock interview

**Expectations, Rights and Responsibilities: (CTR 3 & CALM C7, 8, 10)**

**Specific Outcomes:**

Students will:

- list personal job expectations
- identify Occupational Health and Safety requirements
- understand and describe “Workplace Hazardous Materials Information System” – WHMIS
- understand and explain how the Employment Standards Code applies to working
- understand and explain how the Worker’s Compensation Act applies to workers

**Transition: (CTR 4 & CALM 4,6,8,10,11)**

**Specific Outcomes:**

Students will:

- explain the role of secondary education to work
- explain how the following are a means of exploring careers:
  - job shadowing
  - mentoring
  - work study
  - work experience
  - cooperative education
- identify:
  - hidden job market
  - education and training requirements for an entry-level job
  - complete an employment portfolio
  - demonstrate competencies in applying specific skills required by employers

**Assessment:**

**There are 13 Tasks – ranging from 5 points / task to 25 points / task – Totaling 200 points**

**Expectations:**

- Students will be responsible for their own assignments, for meeting due dates and for making up any missed quizzes or tests. \*If you know you will be away and missing class, please speak with Ms. Robinson ahead of time to get assignments to work on.
- When handing work in for assessment, students should ensure that it is checked off and **initialed** by Ms. Robinson.

- We are all expected to be in class on time. Anyone who disrespects the rights and time of others (i.e. being late for class, disruptive, and so forth) will be expected to take responsibility for their actions which may include a meeting with the teacher at lunch, or after school.
- Anyone who misses a due date will be given an opportunity to complete the missed assignment or complete an alternate assignment specified by myself within a timely matter. In the majority of cases the late extension will be 2 weeks after the due date unless otherwise agreed upon by myself. \*Note: If students have missing work, it is imperative they have a conversation with me to remedy it - failure to take advantage of this opportunity will result in a mark of "0".
- Healthy snacks, juice and water are allowed. class.
- Technology – (phones etc.) must be turned off – put away, unless directed by teacher. When utilizing technology during a lesson, "misuse" (gaming – inappropriate sites) may result in technology privileges being suspended.
- Students are expected to show **RESPECT** to classmates, staff, facilities and equipment.
- ***This course outline may be altered to meet the needs of the students. However, students and the school administration will be consulted before any changes occur.***



- self-assessment profile an application form a covering/introductory letter a résumé a job interview 10 10 10 10 10