

Careers Study Notes

Summary: pages 68-95

Interest category

Hands-On person

- Enjoy using tools and machines
- Like making objects with hands

People person

- Enjoy caring and helping people
- Leading and working in a team

Information person

- Express themselves in writing, music, art
- Like researching, doing experiments, and solving problems

Skills

- Numerical
- Communication
- Leadership
- Sense awareness and use
- Problem-Solving
- Helping
- Organizing
- Hands-on/technical
- Self-management
- Creative/innovative

Multiple Intelligences

Verbal/Linguistic Intelligence: using language to present your ideas or express your feelings

Logical/Mathematical: reasoning, logical thinking; handling math problems

Visual/Spatial Intelligence: creating and interpreting visual images

Bodily/Kinaesthetic Intelligence: feeling and expressing things physically (hands-on)

Musical/Rhythmic intelligence: Creating and feeling rhythm to express mood (analysing music)

Intrapersonal Intelligence: understanding your own interior thoughts

Interpersonal Intelligence: understanding the feelings and needs for others

Naturalist Intelligence: understanding nature, seeing patterns in the way nature works

Summary: Pages 96-122

Learning Styles

Auditory

- Learn by hearing
- Need to read material out in their head
- Prefer to hear rather than read

Strategies to improve learning

- Listen to audio-visual aids such as videos or films
- Memorize and repeat things over and over

Visual

- Learn best by seeing
- Can visualize words numbers and pictures in their mind.
- Often need a place where there are no visual distractions.

Strategies to improve learning

- Write out everything
- Ask teachers to write things out on the blackboard
- Watch movies to use the visuals to learn.

Kinaesthetic

- Learn by doing and moving

- Learn most by writing out facts and info
- Like to be shown how to do things.

Strategies to improve learning

- Act out a poem, story or event
- Build models or draw pictures to illustrate your thoughts
- Participate in role-playing, sports, charades, etc

Personality and Accomplishments

Organiser Manager Type

- Makes decisions, Takes responsibility and enjoys organising and managing events.

Social/Helper

- Explains things to others, helps friends to solve problems, works as a group, encourages others.

Fixer/Builder

- Works with objects, uses tools and machines, figures out ho things work.

Creator/Innovator

- Tries new things, uses imagination, uses original ideas, and enjoys being challenged.

Doer/ Detail

- Works at steady pace, prepared before starting something and follows instructions.

The Six Personality Types

Realistic: Technically and athletically inclined people, prefer to work with their hands/tools

Investigative: Abstract problem solvers prefer to work on their own observing and investigating.

Artistic: Idea creators prefer to work with their minds innovating and imagining.

Social: People helpers like to work with people informing and enlightening.

Enterprising: People influencers like to work with people influencing and leading.

Conventional: Data and detail people prefer to work with words and numbers

Personal Management Skills

Time Management: Using your time appropriately

Organisation: Keeping your information sorted

Problem Solving: Using deductive skills to find the answer

Decision Making: Choosing between several options

Being Responsible: Taking account upon your own actions

Positive Attitude/Behaviour: Staying upbeat and happy through bad times

Continuous Learning: Non-stop absorption of knowledge

Showing Initiative: Starting when no one else will start

Working Safely: Being cautious in your job environment

Being Adaptable/Flexible: Going with the flow of the ever changing situation

Setting and Achieving Goals: Creating a point in which you would like to be at, and reaching that point.

Summary: pages 123-144

Understanding the Ontario Secondary School Program

Types of courses in grade 9 and 10

- Academic (D)
- Applied (P)
- Locally-developed (L)
- Open (O)
- Gifted (G)
- Advanced placement (E)

Types of courses in grade 11 and 12

- College (C)
- University/college (M)
- University (U)
- Work place (co-op)
- Open (O)

What you need to graduate

- 4 credits in English
- 3 credits in math
- 2 credits in science

- 1 credit in Canadian history
- 1 credit in Canadian geography
- 1 credit in the arts
- 1 credit in health and Phys. ED
- 1 credit in French as a second language
- 0.5 credit in career studies
- 0.5 credits in Civics
- Group 1
- Group 2
- Group 3
- 40 hours of community service
- Completed and passed Ontario Secondary School Literacy Test

Important Definitions

- **Transcript:** Legal document that tracks the students overall achievements in high school. It is needed by post-secondary institutes for admission.
- **Full Disclosure:** In grades 9 and 10, only successfully completed courses appear on transcript. In grade 11 and 12, all attempted courses appear if not dropped before the full disclosure deadline.

For students who do not achieve OSSD

1. Can receive an Ontario Secondary School Certificate who will be leaving the school before completion. Must have at least 14 credits in:
 - 2 credits in English
 - 1 credit in Canadian History or Geography
 - 1 credit in Math
 - 1 credit in Science
 - 1 credit in Health and Phys Ed
 - 1 credit in the Arts or Technological Education
2. Can receive The Certificate of Accomplishment if they can no receive an OSSC or an OSSD.

Introduction to Colleges to Universities

	Colleges	University
Type of educational experience/learning	<ul style="list-style-type: none"> • Practical • Hands on 	<ul style="list-style-type: none"> • Theoretical • Abstract thinking

What do you receive upon completion of the program?	<ul style="list-style-type: none"> • Diploma • Certificate • College degree 	<ul style="list-style-type: none"> • D e g r e e (undergraduate)
Duration of the programs	<ul style="list-style-type: none"> • 1 year – 3 years (depends on the program) 	<ul style="list-style-type: none"> • 4 years
How many there are in Ontario	<ul style="list-style-type: none"> • 24 public 	<ul style="list-style-type: none"> • 23 public
Tuition	<ul style="list-style-type: none"> • \$3,500+ (depends on the program) 	<ul style="list-style-type: none"> • \$5,000+ • (depends on the program)

College types

- Certificate Programs: One year programs
- Diploma Programs: 2 years of study / Advance Diploma: 3 years of study
- Co-Op Programs: Integrates real life experience with in school training
- Graduate Certificate Programs: After completing study in a post-secondary program, you can acquire this. (Cannot apply directly from high school)
- Bachelor's Degree Programs: Requires 4 years of study. (Usually have same pre-requisites as university bachelors)
- Joint College-University Programs (Collaborative): These programs combine hands on college learning with theoretical university approaches. Can earn both a college diploma/ university degree. Pre-requisites are same as university bachelor programs
- Apprenticeship: 75-90% of learning is dedicated to on-job training. Paid work and can earn hours required for the certification

Articulation Agreements: Transfer from college into university in the 2nd or 3rd year

Highly Competitive/Oversubscribed Programs: More applicants than space, need high marks to get into these types due to many others with similar marks.

Determining admission:

- Average of 6 courses (best)
- Average of 4 courses (best)
- Pre-requisites
- Admission testing

If a grade 12 pre-requisite course is taken in 2nd semester?

- Grade 11 marks are taken into consideration
- Admission testing

(Competitive programs might put you at a disadvantage if you have a pre-requisite 2nd semester)

Grade differentials: Bonus marks are given if you take compulsory credits at the U level

How colleges look at different types of credits: Different colleges look at different credits, whereas one might look for workplace courses, while others might only look at C, M, or U level courses.

Advantages of going to college

- Cost-effective
- Affordable (basic information, faster stream into the workforce)
- Wide program selection
- Many locations
- Small classes
- Connected education to workplace

Fee: \$95

When to apply? : Before the equal consideration date

What is the equal consideration date? : To be considered the same marks as others (first come, first serve)

When is it generally? : February 1st

How are your grades sent if you are taking a high school in Ontario? : Guidance office

Summary: pages 145-164

All About University

Main purpose of university is to help you refine your higher-level thinking skills

Types of programs

-Undergraduate (3-4 years)

BA= bachelor of Arts
BSc = bachelor of science
BComm = Bachelor of Commerce
BFA = bachelor of fine arts

- Masters (1-2 years)
- Doctor of Philosophy - PhD (4-5 years)

How to apply to a University in Ontario

- Through Ontario Universities` Application Centre (OUAC)
T-two types of applications: 101(students currently registered in a Ontario Secondary School) and 105

Admission Requirements for Ontario Universities

- based on top 6 in grade 12

OUAC

6 types of applications

- 101 current OSS students
- 105 any other undergraduate
- Ontario Faculties of education
- Ontario Medical Schools
- Ontario Rehabilitation Science programs
- Ontario Law Schools

eINFO Website

On eInfo, you can find programs, search for scholarships, search residence packages/meal plans, find useful info (tuition and fees), to pinpoint university locations.

Browse programs by University or Programs

The **Addenda** outlines updates that have been made to program details. It's important because updates are always made and it affect whether we want to apply or not.

Apprenticeships

An apprenticeship is a paid job that provides hands-on training for people who want to work in a skilled trade and enjoy learning by doing.

4 main pathways to an apprenticeship

- Enrol in Ontario Youth Apprenticeship Program (OYAP)
- Find qualified employer willing to hire you as apprentice
- Take pre-apprenticeship programs through college, unions, and trade association
- Enter co-op (college) diploma Apprenticeship program

Four main groups of skilled trades

- Motive power sector –servicing cars, marine engines, heavy equipment, etc.
- Construction - building buildings
- Service – variety, from personal and business services to tourism and hospitality
- Manufacturing or Industrial – precision machining

To become an apprentice, you need to have finished high school and other specifics depending on the employer.

Steps for Decision Making

1. Identify the decision to be made and identify options
2. Gather Information
3. Analyze your options
4. Make a plan
5. Reflect on your plan

Summary : Pages 165- 173 + Truth About You

Main theme: Employee Safety

- Employment Standards Act
 - Provincial law that contains Ontario’s basic rules about employing people
 - Under the act employers and employees have rights and responsibilities.
 - The act covers hours of work and paid time off, role of Ministry of Labour, minimum wage, methods of payment, pregnancy and parental leave, layoffs.
- Other laws that apply: Federal, Ontario Human Rights code.
- Regulates health and safety in Ontario workplaces: Occupational Health and Safety Act (OHSA)

- Workplace Safety and Insurance Act: promotes healthy, safe workplaces to encourage safe timely return to work and provide insurance.
- Occupational Health and Safety Act (OHSA) regulates Ontario workplaces other than those regulated by the Canada Labour Code
 - Rights under OHSA
 - Employer must inform you of any hazards in your workplace and provide training so you can work safely
 - You have the right to participate in health and safety issues in your workplace
 - Right to refuse work you believe is dangerous to your health and safety of another worker.

*Know the 3 rights of every worker

- Right to participate in health & safety issues
- Employer must inform you of any hazards to provide training
- To refuse unsafe work

*Know the 4 responsibilities of every worker according to the Occupation Health and Safety Act

- Inform yourself on your rights
- To work safely
- To report any unsafe condition or occurrence
- To report any injury

*Know what Workplace Hazardous Materials Information System stands for and the different components of WHMIS

The Truth About You

- 3 Myths that can Hold You Back
 - As you grow older your personality changes
 - You become more of who you are
 - Strongest part of personality remains that same
 - If you want to grow, if you want to get better you can't rely on your strengths, you need to figure out what your good at and you need to work at getting better at it

- Shouldn't ignore weakness but you shouldn't work on weaknesses
 - Work on strengths
- The best teams have a group of well-rounded people all playing every role equally well
 - Best teams are made up of people who have figure out their strengths are and surround themselves with people who are strong where they are weak
- Strengths are things that you enjoy doing not things you are good at
- Weaknesses are things that you do not enjoy, things that make you feel weaker, not things that you are bad at

Summary: pages 175-211

Page 174 & 175

Resume – Outline Information

- Resumes must be clear, concise and grab the attention of the reader
- Two types resumes: chronological and functional
 - Provides same information but in different formats
- Chronological Resume
 - Advantages:
 - Summary of education and experience
 - Disadvantages:
 - No place to indicate skills and qualifications up front
- Functional Resume
 - Advantages:
 - Highlights special skills and any awards and achievements that come from work, volunteer or school experiences
 - Disadvantages:
 - May not have examples

Resume Do's and Dont's

- Keep the resume brief, clear and concise
- No spelling/grammar mistakes
- Tailor resume to suit the position you are applying for
- Avoid listing unnecessary info

The Cover Letter – Information Sheet

Purpose of Cover Letter

- Introduces you to employer
- Gets employer's interest
- Connects you to specific position
- Requests a meeting with employer

Best Practices

- Length
 - One page max
- Format
- Use of language

Anatomy

- The 'three paragraph' cover letter
- Intro
- Body
- Conclusion

Tone of Cover Letter

Short	Three or four brief paragraphs
	One page

Personal	Name/Title of hiring manager
Focused	Make details relevant to job
Researched	Refer to organization's goals and needs
Interesting	Demonstrate enthusiasm
Request for Action	Make clear interest in position
Appealing to eye	Same quality paper as for resume

Structure of Cover Letter

Address	Full name, full address, city, country, area code, telephone numbers, e-mail
Date	
Addressee	Address letter to right person; make sure name, title, and address are accurate Addressee's full name, their professional title, their organization name, mailing address, city, country, area code
Salutation	Mr. or Mrs.
First Paragraph	State why you are writing; position applied for; general comment about company. Should command attention State job or position applied for
Second Paragraph	State academic qualifications and job experience Highly relevant to job applied for
Third Paragraph	Say you will follow up (and do so) Request action
Closing	Yours sincerely; Sincerely yours; Yours truly Your signature Your name Enclosure

The Interview (203)

Before the interview make sure you have a lot of knowledge on the company

Visit the company, talk to someone inside the company to learn about the company. Visit their website (if it exists).

Make sure you are prepared for the interview

Prepare questions for the interviewer, bring a copy of your resume, prepare for their questions, be clear about your skills, dress well, be on time and take notes on key points of the interview.

Upon arriving for your job interview for the interview, remember that you must impress the employer to help your chances being hired.

Be 5-15 minute early, speak clearly, maintain good posture, don't chew gum or fidget, make solid eye contact, don't show that you are nervous and be honest and sincere.

Send a follow-up (Thank You) letter no later than two days after the interview to maintain a good impression.

Do's and Don'ts (204) – 203 and 204 are repetitive

Rehearse, consider the position and what to wear, arrive alone, relax, be confident, consider ahead of time what is going to be asked, come prepared, offer a solid handshake, don't get thrown off by odd questions, ask for clarification if you are unsure of a question, understand the job description, look the interviewer in the eye, be aware of your body language, answer questions accurately and efficiently, be professional, be honest, be prepared to relate your personal experience to the job, listen, be polite, make sure the interviewer is in control, do not talk negatively about your current employer, be ready to ask questions, find out when a response is expected, if it is a phone interview make sure to have an appealing tone and be sure to send out a thank you letter.

HOW TO WRITE A GOOD COVER LETTER

1. Address the person that the cover letter is going to and know their name correctly.
2. Show the little knowledge that you have of the company researching may be needed to be aware of the companies problems or needs
3. Show enthusiasm and interest in their line of work, and if you have any ideas that may resolve any problems that the company has offer to discuss about it.
4. Project warmth and friendliness while still being professional.
5. State facts that set you apart from others and make you unique and also relevant and helpful to the job being a applied to
6. Be specific to what it is you are asking for and offering to the job making sure it relates to the job
7. Keep it brief a cover should not be more than a few paragraphs on one page.

