

DESIGNING

my

FUTURE!

**Student
Success**
GRADES 7-12

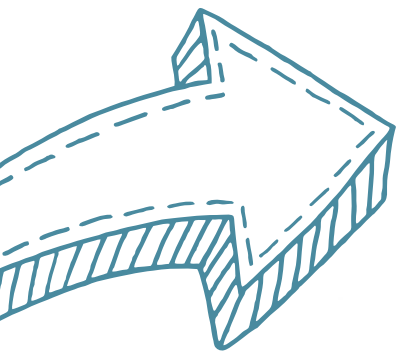
Student Transition **GUIDE**

Planning for your initial
post-graduation destination



 **DDSB**
Ignite Learning





WELCOME TO Designing My Future

**Student
Success**
GRADES 7-12

*Designing My Future is the third and final guide in a series of publications designed to assist parents and students navigate through high school. Our first publication, **Choosing My Success**, assists students as they move from grade 8 to grade 9. **Refining My Pathway** focuses on the decisions that face parents and students as they move into grades 11 and 12 and beyond. **Designing My Future** is designed to assist students and parents with the decisions that face students as they complete their high school education.*

FOR STUDENTS

Completing your high school education is exciting. You are now faced with a world of opportunities and choices. The information in this guide was designed to assist you as you make choices about your future. In it, you will find helpful hints, websites and things to consider as you leave secondary school for the world of work, apprenticeship, college or university. Remember that your teachers and your guidance staff are still there to assist you as you explore and make decisions about your future.

FOR PARENT(S)/GUARDIAN(S)

As your teen completes high school, he or she will be faced with many decisions. Navigating the choices and making informed decisions can be challenging. This guide contains valuable information to help you as you discuss the future with your teen. Stay involved, ask questions and remember that school staff are there to help.

If you have questions regarding the different pathways available, please contact the secondary school your teen attends. DDSB staff will continue to support as you and your teen explore a diversity of options and exciting possibilities for the future.

I would like to wish all Durham District School Board students every success as they leave high school for the world beyond.



Lisa Millar

Director of Education
Durham District School Board



www.ddsb.ca/programs/secondary/documents/choosingmysuccess.pdf



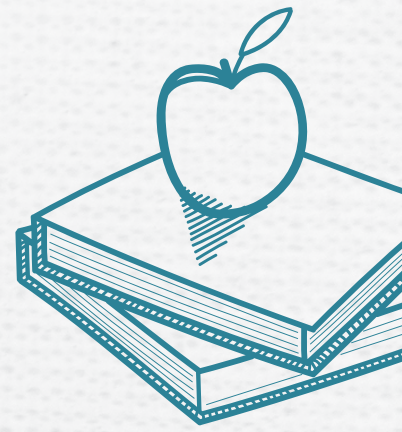
www.ddsb.ca/programs/secondary/documents/refiningmypathway.pdf



www.ddsb.ca/programs/secondary/documents/designingmyfuture.pdf

SECONDARY SCHOOL

Terms and Definitions



As you plan your destination after secondary school, some of these definitions and websites might be helpful:

ADMISSION REQUIREMENTS

Academic conditions that must be met in order to be considered for admission to a specific program. Visit www.electronicinfo.ca (university) and www.ontariocolleges.ca (college).

BURSARY

Money awarded to a student based on financial need. Check out the Financial Aid and Admissions page at each post-secondary institution for specific details.

DUAL CREDIT

Students are able to earn both a high school credit and a college credit. The credits count towards their high school diploma as well as a postsecondary certificate, diploma, degree or apprenticeship certification. www.gotocollege.ca

MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES (MTCU)

This ministry is responsible for the administration of laws relating to post-secondary education and skills training. www.tcu.gov.on.ca

ONTARIO COLLEGE APPLICATION SERVICE (OCAS)

All college applications are processed through www.ontariocolleges.ca. It is also a great resource for students and parents.

ONTARIO EDUCATION NUMBER (OEN)

Every student in Ontario has an OEN. This number is used for college applications.

ONTARIO STUDENT ASSISTANCE PROGRAM (OSAP)

OSAP is designed to help students in Ontario obtain their post-secondary goals. A mix of grants and loans are available to help students finance their post-secondary education. Repayment of OSAP begins 6 months after you graduate from college or university. www.osap.gov.on.ca

ONTARIO UNIVERSITY APPLICATION CENTRE (OUAC)

All university applications are processed through this site. It is also a great resource for students and parents. www.ouac.on.ca

SCHOLARSHIP

Money awarded to a student based on achievement (academic average, extracurricular involvement, community involvement...). Below are a few of the many websites that include scholarship information. www.scholarshipscanada.com
www.yconic.com

SPECIALIST HIGH SKILLS MAJOR (SHSM)

Students focus on a career path that matches their skills and interests while meeting the requirements of the OSSD. They receive a SHSM seal on their diploma when they complete a specific bundle of courses, earn valuable industry certifications and gain important skills on the job with employers.



OSSD

ONTARIO SECONDARY SCHOOL DIPLOMA

1 30 CREDITS
in total

2 40 hours of
COMMUNITY
INVOLVEMENT

3 COMPLETION
OF THE Literacy
Requirement

18 COMPULSORY CREDITS

Students must earn the following compulsory credits to obtain the Ontario Secondary School Diploma:

CREDITS	SUBJECT
4	English (1 credit per grade)*
3	Mathematics (1 credit in Grade 11 or 12)
2	Science
1	Canadian History
1	Canadian Geography
1	Arts
1	Health and Physical Education
1	French as a Second Language
0.5	Career Studies
0.5	Civics

IN ADDITION, STUDENTS MUST COMPLETE:

✓	12 optional credits*
✓	40 hours of community involvement activities
✓	the provincial literacy requirement

Plus one credit from each of the following groups:

CREDITS	SUBJECT
1	GROUP 1
	English or French as a second language**
	A Native language
	A Classical or International Language
	Social Sciences and the Humanities
	Canadian and World Studies
	Guidance and Career Education
1	Cooperative Education***
	GROUP 2
	Health and Physical Education
	The Arts
	Business Studies
1	French as a Second Language**
	Cooperative Education***
	GROUP 3
	Science (Grade 11 or 12)
	Technological Education
	French as a Second Language**
Computer Studies	
	Cooperative Education***

*A maximum of 3 credits in English as a Second Language (ESL) or English Literacy Development (ELD) may be counted towards the 4 compulsory credits in English, but the fourth must be a credit earned for a Grade 12 compulsory English course.

**In groups 1, 2 and 3, a maximum of 2 credits in French as a Second Language can count as compulsory credits, one from group 1 and one from either group 2 or 3.

***A maximum of 2 credits in cooperative education can count as compulsory credits.

*The 12 optional credits may include up to 4 credits earned through approved dual credit courses.



REPORT CARD

Learning Skills

Each learning skill is connected to your ability to be a successful student. Take a moment and read through each of the 6 learning skills below. How will you demonstrate each as a high school student?

Responsibility

THE STUDENT:

- fulfills responsibilities and commitments within the learning environment;
- completes and submits class work, homework, and assignments according to agreed-upon timelines;
- takes responsibility for and manages own behaviour.

Organization

THE STUDENT:

- devises and follows a plan and process for completing work and tasks;
- establishes priorities and manages time to complete tasks and achieve goals;
- identifies, gathers, evaluates, and uses information, technology, and resources to complete tasks.

Collaboration

THE STUDENT:

- accepts various roles and an equitable share of work in a group;
- responds positively to the ideas, opinions, values and traditions of others;
- builds healthy peer-to-peer relationships through personal and media-assisted interactions;
- works with others to resolve conflicts and build consensus to achieve group goals;
- shares information, resources, and expertise and promotes critical thinking to solve problems and make decisions.

Independent Work

THE STUDENT:

- independently monitors, assesses and revises plans to complete tasks and meet goals;
- uses class time appropriately to complete tasks;
- follows instructions with minimal supervision.

Initiative

THE STUDENT:

- looks for and acts on new ideas and opportunities for learning;
- demonstrates the capacity for innovation and a willingness to take risks;
- demonstrates curiosity and interest in learning;
- approaches new tasks with a positive attitude;
- recognizes and advocates appropriately for the rights of self and others.

Self-Regulation

THE STUDENT:

- sets own individual goals and monitors progress towards achieving them;
- seeks clarification or assistance when needed;
- assesses and reflects critically on own strengths, needs, and interests;
- identifies learning opportunities, choices, and strategies to meet personal needs and achieve goals;
- perseveres and makes an effort when responding to challenges.



DID YOU KNOW? THESE LEARNING SKILLS WILL BECOME YOUR EMPLOYABILITY SKILLS IN THE FUTURE!



OSSC

ONTARIO SECONDARY SCHOOL CERTIFICATE

The Ontario Secondary School Certificate (OSSC) will be granted, on request, to students who are leaving secondary school upon reaching the age of eighteen without having met the requirements of the Ontario Secondary School Diploma. To be granted an OSSC, a student must have earned a minimum of 14 credits, distributed as shown.

14 CREDITS in total

7 COMPULSORY CREDITS

Students must earn the following compulsory credits to obtain the Ontario Secondary School Certificate:

CREDITS	SUBJECT
2	English
1	Mathematics
1	Science
1	Canadian History or Canadian Geography
1	Health and Physical Education
1	Arts, Computer Studies or Technological Education

7 ADDITIONAL CREDITS

7	7 additional credits selected by the student from available courses
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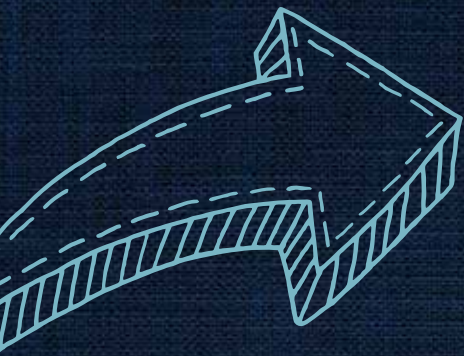


C of A

CERTIFICATE OF ACCOMPLISHMENT

Students who are leaving secondary school upon reaching the age of eighteen without having met the requirements for the OSSD or the OSSC may be granted a Certificate of Accomplishment. The Certificate of Accomplishment may be a useful means of recognising achievement for students who plan to take certain kinds of further training, or who plan to find employment directly after leaving school. The Certificate of Accomplishment is to be accompanied by the student's Ontario Student Transcript. For students who have an Individual Education Plan (IEP), a copy of the IEP may be included.

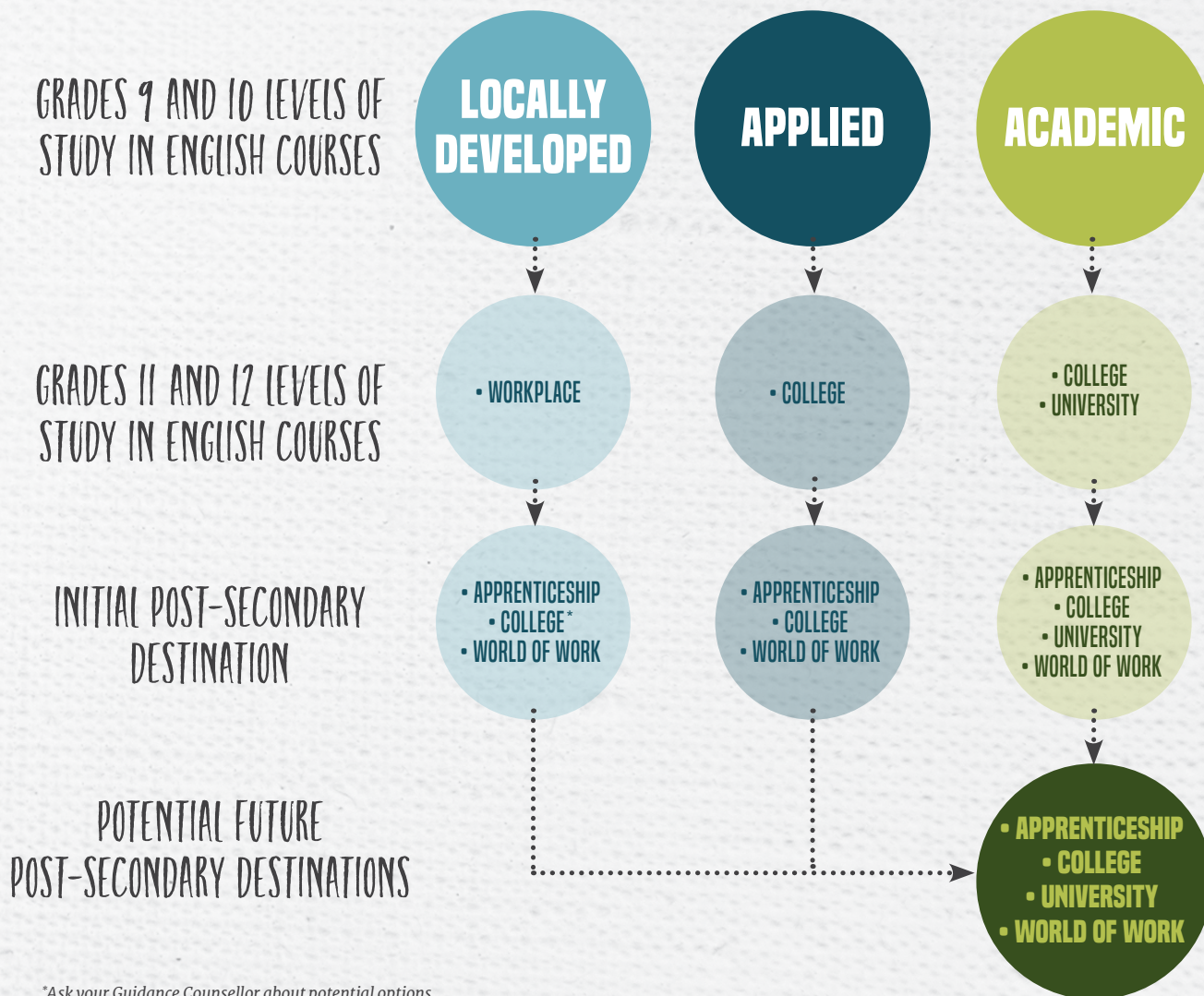
Students working towards a Certificate of Accomplishment may take K- courses, which are alternative, non-credit courses for students with special education needs. These courses are designed to support the growth of fundamental skills, independence and self-care. For example, Money Management and Personal Banking (KBBAN1) and Transit Training and Community (KCCAN1) are two possible course offerings.



PATHWAY Steps for All

**YOUR EDUCATION IS ONLY THE BEGINNING OF A JOURNEY AND DOES NOT DETERMINE YOUR DESTINATION.
PATHWAYS CAN CHANGE. FOCUS ON THE JOURNEY.**

High School and Beyond: Apprenticeship, College, university and the World of Work



The Ontario Ministry of Education's Creating Pathways to Success document grounds our belief that: **all students can be successful**, **success comes in many forms** and **there are many pathways to success**.

Destination **APPRENTICE**

AN APPRENTICESHIP IS A POST-SECONDARY EDUCATION OPPORTUNITY

To become an **apprentice**, first connect with your Guidance Counsellor and/or Co-operative Education Teacher. Once you have an employer who will hire and train you, both you and your employer will sign a training agreement prepared by an apprenticeship branch consultant. The agreement is filed with the Ministry of Advanced Education and Skills Development.

Gain **90%** of your training **ON THE JOB**

Spend **10%** of your time **IN THE CLASSROOM** learning theoretical applications

YOUR PATHWAY TO QUALIFICATION AS A JOURNEYPERSON

Upon successful completion of the practical and in-school components, an **apprentice** has an opportunity to write the provincial/interprovincial exam to become a certified **journeyperson** in a skilled trade. A typical apprenticeship can take about the same time as other post-secondary options.



Sources of Information



www.oyap.com

The Ontario Youth Apprenticeship Program (OYAP) allows a co-op student to begin to learn a skilled trade while completing the requirements for a high school diploma. A co-op student may be signed as an apprentice with the employer at the same time of their placement. Students graduate with a diploma, skills in a trade, experience in the workplace and a head start in a skilled profession. Interested students should meet with their Guidance Counsellor and/or their Co-op teacher.



www.ontario.ca/page/start-apprenticeship

Ministry of Advanced Education and Skills Development. This website provides information on how you can qualify and apply to be an apprentice in a skilled trade.



www.earnwhileyoulearn.ca

This website provides information on apprenticeships and skilled trades.



www.collegeoftrades.ca

The Ontario College of Trades is the regulatory body that governs skilled trades in Ontario. One of the main responsibilities of the Ontario College of Trades is to ensure that individuals performing the skills of a compulsory trade have the training and certification require to legally practise this trade in Ontario.

Destination COLLEGE

If your goal is college, there are a number of different factors you need to consider. Ontario has 26 publicly funded colleges. There are over 5000 programs to choose from, so you need to do an honest self-assessment to see which program would best suit your **strengths, interests, and future goals**. Before choosing a college or program, make sure that you have as MUCH information as possible.

NOW WOULD BE A GREAT TIME TO DO THE FOLLOWING:

- Have a discussion with your family about which programs and colleges interest you
- Spend time researching which colleges offer your programs of interest
- Visit the College Information Program** in the fall to speak with College representatives
- Take time to visit the different college campuses
- BOOK an appointment with your Guidance Counsellor to discuss your options and to ensure you meet the admission requirements of the programs
- Start thinking about financing your education
- Complete your individual Pathway Plan using Career Cruising www.careercruising.com/login/ddsb.

Your Guidance department is an excellent source for information on post-secondary destinations.

Sources of Information



www.ontariocolleges.ca

This website offers a complete online guide to Ontario colleges for secondary school students. You can find information about programs and admission requirements.

On the website, you can:

1 PLAN



2 FIND



3 APPLY



4 CONFIRM



YOUR COLLEGE DESTINATION



www.osap.gov.on.ca

This website offers information about the Ontario Student Assistance Program as an option to help finance post-secondary education.



www.ontransfer.ca

This website offers information about transferring from college to university, or to another college.

Accredited websites are an excellent starting point for your research. The **BEST** sources of information are the colleges themselves. Visit the colleges' websites and read their admission handbooks, guidebooks, viewbooks and calendars. These resources provide the greatest detail about courses and programs.

On your **TO DO** LIST

Make sure you meet the **admission requirements** for the program you are interested in taking. Some programs have specific requirements like course pre-requisites, portfolios, interviews or admission tests. It will be your responsibility to ensure that you know the details and meet the deadlines to be considered eligible for your program.

** Every fall, ALL of the colleges in Ontario gather to offer information about their programs. The College Information Program is an excellent opportunity to talk with representatives from different colleges.



The “GAP” Year

Learn about **YOU!** Learn about the **WORLD!**

HAVE YOU CONSIDERED A GAP YEAR?

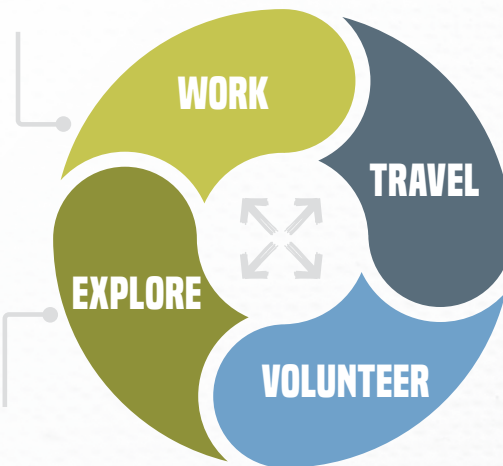
A gap year is a **break** after secondary school, before making a commitment to an apprenticeship, college, university or the workplace. It can be **any length of time**, before and during studies, time off from work or other career pursuits and include any number of activities. You can figure out who you are, what your opportunities are, who you want to become and what you need to get there.

WHAT CAN YOU DO ON A GAP YEAR?

Work away from home or stay at home and widen financial options by working full-time, part-time, remotely or with your family business.



Explore a skilled trade or get an internship and test drive a career.



Travel to different parts of the world and learn another language, study, experience a new culture and make new friends. Create a blog or website to share your experiences.

Volunteer at home or abroad by participating in a community development project, medicinal or mission programs, or go on an exchange.

What are the benefits?

- ✓ Gain life experience and skills including independence, responsibility, adaptability, initiative, organization, teamwork and communication, and focus on who you want to become.
- ✓ Learn about local or international programs and work practices, develop new interests, build your resume and networks.
- ✓ Reflect on personal goals, strengths and values. Gain perspective thinking about your future, your opportunities and your plans.
- ✓ Have an offer of acceptance? Contact your register's office to see if they will defer your offer of admission for a year.

How can I make it happen? What is my plan?

- ✓ Talk to your guidance counsellor and/or go to the Ontario School Counsellors' website, www.osca.ca and click on the “Students/What are my opportunities” tab.
- ✓ Talk to others who have experienced a gap year.
- ✓ Work with an organization that supports the development of Gap Year activities—plan independent activities or go with a friend, a group or a support organization.
- ✓ Set goals and create an action plan. A well-researched and concrete plan with timelines and goals will provide the richest experience. Don't forget to include what you will do when your 'gap' is finished.

Destination UNIVERSITY

If your goal is university, there are a number of different factors you need to consider. Ontario has 21 publicly funded universities. There are **SO** many programs to choose from that you need to do an honest self-assessment to see which program would best suit your **strengths, interests, and future goals**. Before choosing a university or program, make sure that you have as **MUCH** information as possible.

NOW WOULD BE A GREAT TIME TO DO THE FOLLOWING:

- ❑ Have a discussion with your family about which programs and universities interest you;
- ❑ Spend time researching which universities offer your programs of interest;
- ❑ Visit the Ontario University Fair** in the fall to speak with representatives (www.ouf.ca);
- ❑ Take time to visit the different university campuses;
- ❑ BOOK an appointment with your Guidance Counsellor to discuss your options and to ensure you meet the admission requirements of the programs;
- ❑ Start thinking about financing your education;
- ❑ Complete your individual Pathway Plan using www.careercruising.com/login/ddsb.



Your Guidance department is an excellent source for information on post-secondary destinations.

Sources of Information



www.ontariocolleges.ca

This website offers a complete online guide to Ontario colleges for secondary school students. You can find information about programs and admission requirements.

On the website, you can:



YOUR COLLEGE DESTINATION



www.electronicinfo.ca

This website offers a complete online guide to Ontario universities for secondary school students. On this website, you can find information about university programs and admission requirements, as well as first-year scholarships. You can search by degree, program of study, or university.



www.ouac.on.ca

This website helps students navigate their way through the university application process. It contains information about deadlines and provides access to your university application.



www.osap.gov.on.ca

This website offers information about the Ontario Student Assistance Program as an option to help finance post-secondary education.



www.ontransfer.ca

This website offers information about transferring from college to university, or to another college.

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** Every fall, ALL of the universities in Ontario gather to offer information about their programs. The Ontario University Fair (www.ouf.ca) is an excellent opportunity to talk with representatives from universities, gather more specific information and start refining your areas of research.

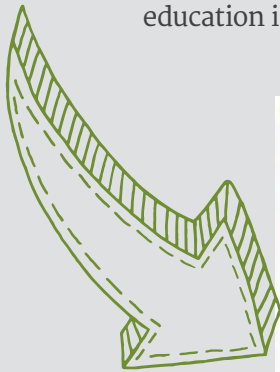
Destination **THE WORLD OF WORK**

CAREER CRUISING

Career Cruising is web-based career exploration and planning tool that can be used to explore career and education options and develop a career plan.

BY LOGGING INTO THE UNIQUE DURHAM DISTRICT SCHOOL BOARD PAGE AT
WWW.CAREERCRUISING.COM/LOGIN/DDSB

students can access exceptional assessment tools, occupational profiles and comprehensive post-secondary education information. You can view secondary school course calendars on the homepage.



Career Cruising homepage



THE CAREER CRUISING INDIVIDUAL PATHWAYS PLAN is a tool designed to help students translate their career and education exploration into concrete plans for success. It is to be reviewed at least twice a year. From grades 7 to 12, students document what they learn in the Education and Career/Life Planning Program in a web-based Individual Pathways Plan. DDSB students complete the requirements of their Individual Pathway Plan using Career Cruising. Students complete different Career Cruising activities in each grade to satisfy the Individual Pathway Plan requirements.

THE COURSE PLANNER MODULE of Career Cruising is used at all DDSB high schools. This planner allows students and families to select high school courses together online, track graduation requirements and plan for the future.

CONNECT WITH YOUR GUIDANCE OR CO-OPERATIVE EDUCATION DEPARTMENT regarding resume writing, job search skills, portfolio development and interview preparation.

For information on employment opportunities visit
www.jobconnectontario.org | www.vpi-inc.com | www.ymcagta.org

POST-SECONDARY

Options THINGS TO CONSIDER

CHOOSING AN APPRENTICESHIP, A COLLEGE, A UNIVERSITY OR THE WORLD OF WORK CAN BE AN OVERWHELMING DECISION. HERE ARE A FEW THINGS YOU SHOULD CONSIDER TO HELP YOU NARROW DOWN YOUR CHOICES.

PROGRAM AVAILABILITY

What schools have the programs you are interested in?

LOCATION

How far away from home, family or friends do you want to be?

FINANCES

How are you going to pay for your post-secondary schooling? Do you need to stay at home or can you afford to live in residence or off-campus?

SIZE

Do you see yourself at a small, medium or large school?

RURAL VS. URBAN

Would you like to be in a big city, a small town or somewhere in between?

Suggested Timeline of Events

September to December

- ❑ Research apprenticeships, college and university programs—get information from your Guidance Department (pamphlets, guides, books, etc.);
- ❑ Attend apprenticeship, college and university fairs;
- ❑ Sign up for college and university visits at your school;
- ❑ Talk to your Guidance Counsellor about your options;
- ❑ Your application and achievement data will be electronically sent to OCAS and OUAC;
- ❑ Start the online application process.



January to February

- ❑ Pay attention to university and college application deadlines;
- ❑ Semester 1 marks are sent to OCAS and OUAC.

April

- ❑ Semester 2 midterm marks are sent to OCAS and OUAC.

May to July

- ❑ **FINAL** offers of admission are sent out (May);
- ❑ Pay attention to deadline to accept offers;
- ❑ Pay attention to fee deadlines;
- ❑ Final marks are sent and fees are due;
- ❑ Check the Admission Information Services (AIS), which allows applicants to determine which universities may have places remaining in specific programs from June to August. Visit www.ouac.on.ca/ouac-101/ais/ for more information.

Remember that scholarship deadlines are continuous throughout the year.

IT IS UP TO YOU TO TRACK AND MEET THOSE DEADLINES!



Additional Considerations FOR GRADUATING STUDENTS

THE NEW ONTARIO STUDENT ASSISTANCE PROGRAM

Ontario Student Assistance Program (OSAP) is a financial aid program funded by both the provincial and federal governments that helps students pay for postsecondary education. OSAP includes:

GRANTS


Which is money that a student gets to keep.

AND

LOANS

Which is money that a student will eventually have to repay back to the government. Loans are interest-free and payment-free while students are in school.

Did you know?
Students have the option to accept all of their OSAP funding (grants and loan), or only the grant. They can do this through their online OSAP account after their application is assessed.



Students are encouraged to apply to OSAP as soon as they have been accepted to their school of choice. Visit www.ontario.ca/osap to get started!

SCHOLARSHIPS AND BURSARIES

Scholarships is money awarded to a student based on achievement and a bursary is money awarded to a student based on financial need. Check out the following sites as well as your school's financial aid department.

www.canlearn.ca
www.scholartree.ca
www.electronicinfo.ca
www.ontaricolleges.ca
www.scholarshipscanada.com



ADVICE FROM GRADUATES

- Research your program and required pre-requisites;
- Visit your campus and connect with current students;
- Attend summer programming offered by your school;
- Attend orientation;
- Connect to the Student Services department at your school for academic support;
- Research school specific scholarships and bursaries.

Refine and apply your acquired learning skills to your initial post-secondary destination!

CONSIDERING STUDYING OUTSIDE OF ONTARIO?

Connect with your Guidance Department to plan your pathway to apply to a program in another province, the United States or abroad. Many schools in the United States offer similar tuition fees to Canadian residents.

Life in SECONDARY SCHOOL

THINGS TO CONSIDER...



FIRST NATION, MÉTIS AND INUIT EDUCATION

The Durham District School Board is committed to student success and providing a safe and welcoming learning environment for all students, including First Nation, Métis and Inuit students.



EQUITY AND DIVERSITY

The Durham District School Board values and respects all members of our school community and has a commitment to embracing diverse social realities; while maintaining positive, safe and inclusive environments for all students and staff.



MENTAL HEALTH AND WELL-BEING

Do you feel like you or someone you know needs help but you don't know where to turn? Adolescents are encouraged to take that first step and speak to an adult they trust (parent(s)/guardian(s), teacher, guidance counsellor...). Remember—it is okay to talk. Help is available for when you are feeling anxious, stressed or overwhelmed.



SAFE SCHOOLS

The Durham District School Board is committed to maintaining a positive school climate in schools in which students have the opportunity to develop in a safe and respectful learning environment.



INNOVATIVE EDUCATION

The Durham District is reimagining learning and teaching spaces through digital technologies and have resources available to support student success. Access to technology and digital resources such as research databases, overdrive, and collaborative software, as well as Inclusive Technology applications, such as Read and Write support student learning and innovate teaching.

OUTSIDE OF SCHOOL DAY OPTIONS

Durham Continuing Education offers many credit and non-credit opportunities for students outside of the school day.

- Accelerated, Upgrading and Credit Recovery Summer School
- Summer School general and SHSM Co-operative Education Credits (must have completed grade 10)
- Youth in Policing (summer and December to March)

When approved by Administration:

- Boyd Archaeological Field School (BAFS)—reach-ahead credits (must have completed grade 10)
- International Languages Credits

Visit www.dce.ca for more information.

MAKE AN APPOINTMENT WITH YOUR GUIDANCE COUNSELLOR TODAY!

Ignite Learning

STRATEGIC PRIORITIES AND OPERATIONAL GOALS



Set high expectations and provide support to ensure all students and staff reach their full potential every year.

Success



Create safe, welcoming, inclusive learning spaces to promote well-being for all students and staff.

well-being



Identify future leaders, actively develop new leaders and responsibly support current leaders.

leadership



Promote a sense of belonging and increase equitable outcomes for all by identifying and addressing barriers to success and engagement.

equity



Engage students, parents and community members to improve student outcomes and build public confidence.

engagement



Reimagine learning and teaching spaces through digital technologies and innovative resources.

innovation