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**NAME type name**

GRADE type grade STUDENT # student #

DATE HANDED IN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grade 12 Graduation Transition Guide**

**FOR STUDENTS WHO ARE PLANNING TO TAKE A GAP YEAR (Work, Travel or Volunteer)**

**\*\*For Apprenticeships & Trades options, complete Option 3**

A gap year is a year that you take off from schooling to go travel, volunteer, or work. Most students take their gap year right after high school, but some will do it while completing a post-secondary program as a mid-program break.

*Not sure if you want to go directly into post-secondary after high school? Think you might need a break from school? Then a “Gap Year” may be for you!*

**DUE DATE:**

**Monday, January 23, 2017**

**Or**

**Tuesday, January 24, 2017  
(depending on what day you have English class)**

**Hand in to your English 12 Teacher (or Mrs. Dato, room 313)**

The completion of this guide is mandatory for graduation – and it will hopefully help you gain a deeper understanding of your future options.

When your guide is returned to you, you will need to bring it to your Student-Led

Interview on **April 12, 2017**. The interviewer will flip through your guide, so make sure you are proud of it!

**What is this all about?:**

The Transition Guide has been designed to take you through the thoughtful steps of exploring and planning parts of your future. YOUR FUTURE IS NOT SET IN STONE – that’s what makes it exciting! Have fun thinking about who you are, and all of the possibilities for where you might be going. Enjoy this process, hopefully it will make you think. Oh ya, and BREATHE. When you ask questions like “What will I be? Where will I go?” The funny thing is, nobody knows… Only experience can tell…

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| **TRANSITION GUIDE INSTRUCTIONS: FOR THOSE PLANNING ON A POSSIBLE GAP YEAR** |

(Go to page 6)

(Go to page 4)

Option 3

Hoping to learn more about yourself & your interests before you commit to school? Look at part-time or full-time job options. (This option is also good for exploring careers in Trades.)

1. Read the gap year article and discuss what a gap year is. Answer all the questions. (pg 4) (Are you pursuing a Trade? (work & training option) then skip Step 1.)
2. Do a job search using Career Cruising. Choose an interesting job & print the posting. Reflect on that job & answer the questions. (pg 4)
3. Use Career Cruising to help describe the moving up options in that job, and any courses, training or programs you could take to help you increase your skills and to get a better position etc. (pg 5)
4. a. Pull out the important details about the job posting. Fill in the chart. (pg 5)
5. Create a resume and cover letter tailored to that specific job posting. You must use the Resume Guide. Print. (pg 5)

Option 4

Hoping to learn more about yourself & your interests before you commit to school or work? Consider travel and volunteerism as your first step.

1. Read the gap year article and discuss what a gap year is. Examine the advice given in this article. Answer all the questions (pg. 6) Complete ONE of the list options.
2. Research travel/volunteer organizations using the websites provided. List all the details of one interesting option for travel/volunteer (or travel/work). Also print and attach the itinerary.
3. Review and reflect on the benefits and challenges of this plan. Answer the questions. (pg. 6)
4. Create a resume and cover letter imagining that you had to apply for this oversees volunteer /work position. (See pg 6 for details) You must use the Resume Guide. Print.

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| **DESCRIBING YOUR PLANS- SUMMARY (everyone completes this)** |

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| **ATTACHMENTS – COMPLETE THE FOLLOWING** |

**In approximately one page, describe the following in paragraph form. (Alternate format options could include a detailed collage, poem, comic strip, or other representation ideas – as long as information is clear. See me if unsure..)  
Paragraph 1:** Describe your first year after high school. Ideally (and realistically), where do you see yourself? What are you doing? (describe any school/work/volunteer/travel–will you do a combination?). Provide details (who/ what/when/where/why) so I can fully understand your plan. Also include any other life options you are considering. Describe where you will be living and what leisure activities you hope to take part in. What will be your methods for learning more about yourself & your future direction? (training programs, work, etc.-explain!)  
  
**Paragraph 2:** Identify your goals for 2 years, 5 years and 10 years from now? (education/training, work/volunteer, leisure/family, career).   
**Paragraph 3:** Describe your personality, interests, skills and values and how they link to your plans and goals. What positive things does your plans say about you and who you are? Think deeply about this!  
**Paragraph 3:** Think back to Health and Nutrition info learnt during high school (PE 10 Nutrition, fitness, DPA).   
Reflect on the changes you hoped to make to your diet and physical fitness habits when in grade 10 or 11 (describe what you remember). What aspects have you been successful on? not successful on? Outline 2-3 specific steps that you will now set, to try to maintain or improve your healthy eating, physical fitness habits and stress management. Explain how you hope to stay physically active in the years to come.   
A**ttachment 1:** Complete a budget for the first year after high school (use pg 7). Discuss with parents.  
**Attachment 2:** Include your updated and polished job-specific resume (free of errors!) & checked off Resume Guide (pg 12/13)  
**Attachment 3:** Complete & include the Evidence Selection Guide to begin to prepare you for Student Led Interview (pg 10/11)  
**Attachment 3:** Complete & include the Evidence Selection Guide to begin to prepare you for Student Led Interview (pg 10/11)  
**\*\*INSERT THIS PAGE AT THE FRONT OF YOUR DUO TANG\*\***

**NAME**

GRADE STUDENT #

DATE HANDED IN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (teacher use only)

DATE HANDED IN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I chose to complete OPTION** Click here to enter text.

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| **FINAL TOUCHES CHECKLIST** |

**Use this checklist to ensure you have everything before you hand it in.**

I have downloaded the project from the Moscrop website, and typed my responses

I have proofread my work for spelling, grammar and sense

I have inserted my Guide into a 3-pronged duo tang (not a binder or folder)

I used the proper labeled tabs to clearly mark the sections, & my documents are in order:

|  |  |
| --- | --- |
| **TAB NAME(write name)** | **WHAT’S INCLUDED IN THAT TAB & IN WHAT ORDER?** |
| *(front)* | FINAL TOUCHES CHECK LIST (this page) |
| GAP YEAR DOCUMENTS | **OPTION 3** –Gap year article reflection (omit for Trades), Job posting, Word document with reflection, Career path chart & Job posting chart  **OPTION 4** –Gap year article reflection & lists, Word document with Travel/volunteer details chart, Paragraph reflection, & printed itinerary from website |
| SUMMARY & BUDGET | Paragraphs or representations describing your plans  Budget for first year out of high school |
| RESUME & COVER LETTER | Resume & completed Resume Guide  Cover letter **(both must be tailored to your job posting!)** |
| SLI | Completed Evidence Selection Guide |

My name is clearly written on the front of my duo-tang, with the title “Graduation Transition Guide” and the option you chose “Option \_\_”

(OPTION 3 ONLY): I have attached the job posting I chose (insert after Gap Year reflection)

(OPTION 4 ONLY): I have attached the itinerary for my volunteer / travel (insert after paragraph reflection)

I have attached an error free resume & the checked off Resume Guide (pg. 12/13)

I have attached an error free cover letter

**I AM DONE ☺**

**OPTION 3: PART-TIME OR FULL-TIME WORK GAP YEAR**

Getting a part-time or full-time job helps you gain valuable experience to build your resume, can start you on the track to saving money for future endeavours (school maybe?), and, if you choose a job related to the things you are interested in exploring, you get to learn more about what you want to do in the future. Remember, taking ACTION is always a learning situation – teaching you more about yourself, and helping you make decisions for your next ACTION step.

*Not sure if you want to go directly into post-secondary after high school? Think you might need a break from school? Then finding work may be for you!*

**OPTION 3 INSTRUCTIONS:** *(trades options, skip Step 1, and start with Step 2)*

1. GAP YEAR ARTICLE:

STEP 1

1. Your assignment is to research a gap year option that appeals to you – something you might actually consider doing. You will start by reading the following article on gap years at the following website, and answering the following questions, **typed in a Word document**.

<http://time.com/97065/gap-year-college/>

1. **In one-two paragraphs answer the following (please copy and paste these questions at the top of your document):** 
   1. What pros and cons does the author discuss to taking a GAP year? (All!)
   2. Which 2 points did the author make that resonate with you the most? Why?
   3. Briefly respond to each of the four GAP year options the author discusses. What do you think of each option? (1. Work 2. Travel 3. Volunteering 4. Exploring other options)

STEP 2

1. JOB SEARCH & REFLECTION: *(if exploring Trades, start here)*

Using [www.CareerCruising.com](http://www.CareerCruising.com) (username: Moscrop password: panthers), click on “employment” and do a job search. Spend some time looking through, and choose a job posting that relates to something you are interested in **– the job must be something you are qualified to apply to** (examples: retail salesperson, office services/reception, server/busser/host, junior labourer, entry-level tradesperson’s assistant etc.). Then follow the instructions below. (If you currently have a job that you would be happy to continue in after high school, you may find and use a posting for your job or search for a posting related to your job. Please note: You are not limited to the postings offered through Career Cruising – you may search elsewhere too.

1. **Print** the job posting and attach it to your Graduation Transition Guide
2. a. REFLECT: **On a separate Word document** write 1-2 paragraphs describing why you chose this

Job and how you think it will benefit you and/or others. Think deeply!

b. What kinds of things will having this job teach you about yourself? Does it give you a chance to experience what you like/dislike about a job in general? What might you learn about yourself & the kind of job qualities you value? What kind of insights will this give you in to what kind of career you will be happy with? (Ex/ working at McDonalds can teach you about whether or not you enjoy working with people, or in a fast-paced environment etc.)

**OPTION 3: PART-TIME OR FULL-TIME WORK GAP YEAR cont.…**

1. ADVANCING YOUR CAREER PATH:

STEP 3

1. Think: What options might there be for moving up in this job (increasing your responsibilities, and/or pay or status)? Use Career Cruising to help you complete the following career path chart describing the steps to advancing in your job. First, click on “Sample Career Path”. Then, click on “Education” to find out what courses, programs or classes you could take to increase your skills and possibly move up. **Copy and paste the following chart to the same Word document as your paragraph above in step 2.**

USE CAREER CRUISING TO COMPLETE THIS CHART – DO NOT TRY TO ‘WING IT’:

|  |  |
| --- | --- |
| **Sample Career Path**  **(What are the different positions you would move through to advance in this career?)** |  |
| **Education**  **What kind of schooling/ classes/ training could you get to help you move up in this job? List the options.** |  |
| **Education cont.**  **Choose & list two of the specific schools/courses /programs that interest you most** |  |
| **List the specific personal qualities you would need to have in order to be considered for moving up (the qualifications)** |  |

JOB POSTING CHART:

STEP 4

|  |  |
| --- | --- |
| **Company Name** |  |
| **Full, official Job Title** |  |
| **List the various duties required** |  |
| **List the qualities they are specifically looking for in an employee** |  |

1. **a.** Look at the job posting you chose and printed. Fill out the following job posting chart to pull out the details of the job. This is going to prepare you for writing an effective resume and cover letter. **Copy and paste this chart onto your Word document.**

**b. Create a resume and cover letter** specifically tailored to this specific job and its requirements. Use the chart you created above to help guide you in what to write. Be sure to use *real* information about yourself (you’re not making up credentials for this). Edit your resume using the **Resume Guide** on pg. 12/13. Check the items off & attach this guide to your project. Edit your cover letter, making sure it is of TOP quality & free of errors. Use the **Cover Letter Guide** to help you. **Print and attach all.**

\*\*GO BACK TO PAGE 2 AND CONTINUE WITH THE SUMMARY & ATTACHMENTS\*\*

**OPTION 4: TRAVEL & VOLUNTEER GAP YEAR**Instructions: Research a gap year option that appeals to you – something you might actually consider doing. Start by reading the following article on GAP years at the following website.

[**http://www.vergemagazine.com/gap-year/how-to-plan-your-gap-year.html**](http://www.vergemagazine.com/gap-year/how-to-plan-your-gap-year.html)

1. Answer the following questions, **typed in a separate Word document.** (please copy and paste all the questions at the top of your page)

**Paragraph 1:**

**a.** What pros and cons does the author discuss to taking a GAP year? (Find all!)

**b.** Which two points resonate with you the most? Why?

**c.** Restate 5 of the 11 pieces of advice the author gives about how to prepare for a year away.

**d.** Choose ONE of the following and **create a list**:

1. List 10 places in the world you want to visit or//

2. List 10 things you just have to try before you die or//

3. List 2 important world issues that you wish you could help to address and brainstorm ideas for how you might be able to do address them

1. Go to the following websites to learn more about volunteer/travel gap year options. You can travel around a continent, country or the world if you like – these sites are actual organizations that have packages they offer students, which also often include volunteering or work.

www.LattitudeCanada.org [www.realgap.com](http://www.realgap.com)

http://www.gapyear.com/ goabroad.com

|  |  |
| --- | --- |
| **COMPANY/ORGANIZATION & website used:** |  |
| **LOCATION(S) TRAVELING TO** |  |
| **LENGTH & POSSIBLE DATES OF YOUR TRIP** |  |
| **MAIN ACTIVITIES** |  |
| **COSTS & FEES TO PARTICIPATE** |  |
| **OTHER COSTS & FEES (airfare, transportation while abroad, health insurance, visas, gear, food etc.)** |  |
| **HOUSING & MEALS DETAILS** |  |
| **REQUIREMENTS (Skills? Age? Experience? Other?)** |  |
| **OTHER DETAILS AND CONSIDERATIONS** |  |

<http://www.projects-abroad.ca/volunteer-abroad/> do-it.org.uk

1. Choose the best package from the websites above, and plan out your own possible TRAVEL/ VOLUNTEER GAP YEAR DETAILS by filling in the following chart.

(**Copy and paste this chart on the same Word document as Part 1 above).   
\*\*\*Print the main information (itinerary) from the website and also attach that. \*\*\***

1. **In the same Word document and in one paragraph**, answer the following questions & create a resume/cover letter.

**Paragraph 2:** Describe why this option appeals to you, and why you think it would be an interesting experience. How will it benefit you and/or others and what might you learn from it? What challenges would you face with this plan? How could you overcome those challenges? (Example: describe how you would save enough money to be able to do this). What other factors must you consider in order to actually make this decision?

1. **Create a resume and cover letter** tailored specifically to this experience as though you had to apply to participate. Try to convince the organizer that you have the qualities, skills and drive to be successful doing this. Be sure to use *real* information about yourself – you are not making up credentials for this. Think about what kind of qualities you have to offer and what you hope to gain from an experience such as this.

Edit your resume & cover letter, making sure they are of TOP quality & free of errors. Use the **Resume Guide**, check it off and attach it to your project. Use the **Cover Letter Guide** also. **Print and attach all.**

\*\*GO BACK TO PAGE 2 AND CONTINUE WITH THE SUMMARY & ATTACHMENTS\*\*

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| **FINANCIAL PLAN – BUDGET FOR FIRST YEAR AFTER HIGH SCHOOL** |

Complete the following financial plan for the *first year* (Aug 2017-Aug 2018) after graduation

Please go to the Moscrop website for more details on how to estimate your costs and expenses by downloading the “Budget Guides” (Click on “Graduation Transitions”, then “Transition Guide”).

Use CareerCruising.com to figure out tuition, fees and books. If they don’t have the information, you must go directly to the individual institution’s website.

Be sure to use your parents to help you on this page – they will have valuable insights into understanding your income and expenses!

|  |
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| Estimated Monthly cost X 12 |

How to calculate approximate yearly expenses: 🡪

|  |
| --- |
| [Rate of pay X # of hours worked per week] X 52 weeks |

How to calculate your approximate employment 🡪 income:

|  |  |  |  |
| --- | --- | --- | --- |
| (N/A = NOT APPLICABLE -  **Yearly Income** | | INCLUDE ONLY WHAT APPLIES TO YOU)  **Yearly Expenses** | |
| Cash/Savings | $ | Tuition/ Course Fees | $  School?: $ |
| Employment Income  (estimated) | $  Calculation: $ | Books & Supplies | $ |
| Student Loan | $ | Rent/Residence | $ |
| Awards/Scholarships | $ | Utilities (gas/electricity) | $ |
| Funding from Family  (discuss with parents!) | $  For: Click here to enter text. | Food  Volunteer Program  Total cost: | $  $ |
| Transportation (bus?)  (include other travel costs if applicable) | $ |
| Other Income | $  From:Click here to enter text. | Clothing | $ |
| **Use this area to give a brief explanation of your Budget (ex/ my parents pay for cell phone)** |  | Personal Hygiene | $ |
|  | | Medical/Dental | $ |
| Entertainment | $ |
|  | | Internet | $ |
| Cell phone | $ |
| Total Income | $ | Total Expenses | $ |

Compare your income to your expenses and check off the one that applies to you below:

INCOME minus(–) EXPENSES = +/- $Click here to enter text.

I have enough income to pay for my expenses.

I do not have enough income to pay for my expenses. What will you do to make up for it? (consider jobs, increasing hours, savings, scholarships/grants/bursaries and parental contributions) Click here to enter text.

**I have discussed this budget with my son/daughter: PARENT SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **STUDENT LED INTERVIEW – EVIDENCE SELECTION GUIDE** |

**Start planning for the Grade 12 Student Led Interviews (they will be on April 12)**

You will bring your Transition Guide to the Student Led Interview in April. You will also be asked to present 2 -3 pieces of ‘evidence’ of things you are proud of, and you will use these pieces of ‘evidence’ to help you present yourself, your learning, experiences and future plans. Start now and think about what those objects might be. Use this form to begin to plan what you will say about them. See the Moscrop website for more examples of what people have brought from year’s past. The main criteria is: these objects must be things that represent something that you are VERY proud of. Select with careful consideration.

In preparing for your interview, it is recommended that you carefully and thoughtfully select 2-3 strong pieces of evidence that represent your **skills, accomplishments, future endeavors**. Please provide detailed explanations for why you may select these pieces of evidence for your interview! (Think about representing any of the following: **school accomplishments, life/work, volunteer, community involvement, skills/interests, creations, passions** etc. **Try to include:** something that represents YOU, something that represents your future endeavors, and something that represents an accomplishment, overcoming a challenge, a creation etc. that you are very proud of. It is OK for this list to change before the actual interviews, this is just an initial brainstorm.

**1) Evidence:** Click here to enter text.

Describe what you did to create/receive your artifact:

Click here to enter text.

Discuss why it is special to you:

Click here to enter text.

Indicate which skill(s) this evidence represents. (Think outside of the box)

Click here to enter text.

Carefully explain how the skills represented by this piece of evidence could connect to your future plans. (Ex/ a volunteer certificate can show dedication, how does ‘dedication’ help in your future career?)

Click here to enter text.

Discuss why you chose this piece of evidence over others:

Click here to enter text.

**2) Evidence:** Click here to enter text.  
Describe what you did to create/receive your artifact:

Click here to enter text.

Discuss why it is special to you:

Click here to enter text.

Indicate which skill(s) this evidence represents. (Think outside of the box)

Click here to enter text.

Carefully explain how the skills represented by this piece of evidence could connect to your future plans. (Ex/ your pay stub can show responsibility, how does responsibility help in your future career?)

Click here to enter text.

Discuss why you chose this piece of evidence over others:

Click here to enter text.

**3) Evidence:** Click here to enter text.

Describe what you did to create/receive your artifact:

Click here to enter text.

Discuss why it is special to you:

Click here to enter text.

Indicate which skill(s) this evidence represents. (Think outside of the box)

Click here to enter text.

Carefully explain how the skills represented by this piece of evidence could connect to your future plans. (Ex/ a painting you created can show your attention to detail, how does this help in your future career)

Click here to enter text.

Discuss why you chose this piece of evidence over others:

Click here to enter text.

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| **RESUME GUIDE: WHAT TO PUT ON A RESUME** |

You must review this entire list and check things off as you go to ensure your resume meets all of this criteria. Attach this guide (with check marks) after your resume in your project so that I can see you have used it.

**Contact Information:**

Your name (Make your name stand out)

Your address

Your phone number and professional email address

**Education and Training:**

School name and location

Grade/year completed or currently in

Program of Study (such as Ace-It or Industry)/special courses (advanced or related)

Special honours, distinctions, awards (or put it in its own section)

**Skills and Abilities:**

Any transferable skills that relate to the job you are applying for (make this a strong list)

Any special certifications you hold that relate to the job (e.g. First Aid, lifeguard, Superhost, WorkSafe etc.)

**Work and Volunteer Experience:** (could be separated)

(*List most recent date backward – try to limit to four items)*

List in reverse chronological order – most recent date backward. Try to limit to four items.

Where you worked (include name of organization, city etc.)

Dates you worked there

Position you held and brief summary of your duties

Include your school work experiences

**Interests:**

List any interests/hobbies/extra-curricular activities etc.

**References:**

Always put “References available upon request” and only share them over when you’ve been offered an interview

On a separate page, list them (with permission) with their contact information (phone and email) and state their title or your relationship

Include 2-3 professional references (coach, supervisor, teacher, counsellor etc.)

**What NOT to Put on a Resume**

Age, Gender, Marital Status

Social Insurance Number

Race or Religion, Political affiliation/philosophies

Negative Information (medical, criminal, fired)

Height, Weight etc.

Why you left previous jobs

Salary expectations

A photo, unless validly requested

Resume Guide: Tips for Designing Your Resume-

Fix these things before handing in your final resume

**Spacing/Formatting:**

Have enough white space so that the reader is not turned off by any overcrowding.

Does it look too “empty”? If so, consider using a border to “fill in” white space.

Does it look too jam-packed? If so, consider a different font altogether or a smaller font size. (Just be careful; should not be smaller than 11-font for the reader.)

Set resumé to single space (ideal). Double spacing takes up too much space & will make 1 page difficult to manage. (this includes single spacing your name, address & contact info)

Make your resumé appealing to look at and easy to read. Formatting is very important!

**Consistency:**

Are all headings done the same way? (any combination of font type, size, bolded, underlined, italicized)

Is the spacing before and after each main heading the same?

Are the bullets you used the same size and same type for the same type of information?

Are your tabs, margins and spaces the same throughout?

Are you consistent with capitalization? Tense? (should it be past, present or future tense?)

**Font:**

Have you used the same font for the same type of information?

Have you used too many font types? …too few for effect?

Is the font style appropriate for the job applied for? (too casual?)

Is the font size too big (no bigger than font size 12) or small?

**Language:**

Never, ever use first-person pronouns (“I”, “mine”, “my”, “our” etc.)

Do not use third person either! (e.g. say “organize” vs. “organizes”, or “work well in a team” instead of “works well in a team).

Use the active “voice.” Start phrases with action words to best describe what you did.

Do not use slang.

**Other:**

Keep it short and succinct. One to two pages should be sufficient to convey your accomplishments etc.

2 pages? Do not double side!

Keep it point form – no paragraphs…at all!

Spelling and grammar (in point form though) need to be edited!

Use neutral but good quality paper. Choose white, off-white, buff or cream colours.

Give a brief explanation for anything the reader would not understand. Write out acronyms.

All sections should be in reverse chronological order.

Do not use periods when using point form.