

Name (First and Last): \_\_\_\_\_

THIS IS A REQUIREMENT TO GRADUATE AND MUST BE  
RETURNED TO THE CAREER CENTRE

**DUE: Wednesday December 4th**

## CAREER LIFE CONNECTIONS 12 (CLC) – PART A



**CLC 12** focuses on applying personal career-life management knowledge, skills, and strategies to one's own personal life journey.

Throughout this process students will reflect on experiences in school and out of school and assess development in the Core Competencies. Students will also assess their personal values and perspectives and explore possibilities for preferred personal and education/employment futures.

### Assignments:

1. Resume	Pg. 3
2. Reference Letter	Pg. 3
3. Goal Setting	Pg. 4-5
4. Core Competencies Reflection	Pg. 6-7
5. My Personal Values and Perspectives	Pg. 8-12
6. Inclusion and Respect	Pg. 13-14
7. Reflection of Highschool and Moving Forward	Pg. 15-16
8. Budgeting for your Future	Pg. 17-20

# Career Life Connections 12 and Capstone

The course has 2 components that are blended for a final grade.

## Part A

CLC12 Booklet with 9 assignments is DUE Wednesday December 4th and is to be handed in to the Career Centre.

## Part B

A Capstone project which has been embedded into English 12 classes at ADSS - students who have taken English 12 outside of ADSS will need to notify the Career Centre, who will assist these students in completing their Capstone.

## Part C

Document 30 hours of work or volunteer exploration - *do this now if you can!!*

### **CAREER LIFE CONNECTIONS 12**

30 hours **work** or **volunteer** exploration  
*done in your grade 11 or 12 year*



30hrs Work Exploration - CLC 12  
2024-2025



As part of their career education, all students must complete the following 2 courses to graduate: Career-Life Education (CLE) in grade 10 and Career Life Connections (CLC) during grade 11 and 12. As part of CLC, students must complete 30 hours or more of career-life exploration before they graduate.

To fulfill this requirement, all students must provide evidence that they have completed this. Students may work or volunteer at one or more locations to accumulate their 30 credit hours. Please complete and submit this survey for each location if it is more than one.

***Scan the QR Code with your phone's camera to record your 30 Hours of work or volunteer experience. If you don't have access to a cell phone- please come to the career centre for a paper copy of this form.***

*Please see the Career Centre if you have any questions or need more information regarding CLC 12*

## ASSIGNMENT #1 – RESUME

Attach an updated resume to the back of this booklet. As a high school student, developing a resume is a great way to start preparing for the working world. Resumes can be used for job applications, to secure internships and even help complete post-secondary and scholarship applications. Your high school resume will likely be focused on relevant coursework, extracurricular activities like volunteering or clubs and any job experience you have.

*\*\*NOTE: if you do not currently have a resume, you can use the resume builder feature in my Blueprint. You will be prompted to enter information and then have choices of how you would like my Blueprint to format your final document. See Career Centre for any required assistance.*

### THINGS TO INCLUDE IN A RESUME:

- Contact Information
- Objective
- Education
- Work Experience
- Extra-Curricular
- Volunteer Experience
- Skills and Abilities
- Achievements
- Certifications
- Hobbies and Interests
- References



## ASSIGNMENT #2 – REQUESTING A REFERENCE LETTER

Attach to the back of this booklet a reference letter from a past employer, coach, teacher, or community member that you collaborated with (e.g., volunteer position, part-time job, student advocate, team member).

*\*\*Note: if you do not currently have a reference letter, please come to the Career Centre for assistance. We have many **Reference Letter Samples** and/or **Letter of Recommendation-Reference Letter Questionnaire Sample** for ideas on how to get a letter and what it could look like.*

## ASSIGNMENT #3 – Goal Setting

Your transition plan is an **exploration** and **documentation** of your plans beyond your life as a secondary school student. Consider the following questions:



**What** are you planning to do?

- work/employment, skills upgrading, post-secondary education, training, etc...

**Where** will you pursue your plan?

- Are you staying in Port Alberni? Moving to another community?

**Why** have you decided on that particular route?

- What interests, aptitudes, skills led you to this decision?

**How** will you fulfill your plan?

- Finances, support, preparation, and success!

**Sample goals:**

1. Complete my course work for the paramedic program (action: submit my application)
2. Earn my diploma in Early Childhood Education
3. Purchase my own vehicle (action: save up \$5000 by Dec 1<sup>st</sup>)
4. Find my own place to live
5. Complete 300 hrs. of work experience in my field (action: find a mentor by June 1<sup>st</sup>)

### Goal Setting – Brainstorm your ideas for...

Short Term Goals - <i>less than 2 years</i>	Long Term Goals - <i>more than 2 years</i>
<ul style="list-style-type: none"> <li>• Workforce</li> <li>• Post-secondary education or training</li> <li>• Skills upgrading</li> <li>• Travel</li> <li>• Moving out</li> </ul>	<ul style="list-style-type: none"> <li>• Eventual career choices</li> <li>• Financial goals</li> <li>• Key life experiences</li> <li>• Community involvement (volunteering)</li> <li>• Post-secondary education or training</li> </ul>
List goals and suggest actions to reach that goal	List goals and suggest actions to reach that goal
<b>Goal #1:</b>	<b>Goal #1:</b>
<b>Action #1</b>	<b>Action #1</b>
<b>Action #2</b>	<b>Action #2</b>
Completion date:	Completion date:
<b>Goal #2:</b>	<b>Goal #2:</b>
<b>Action #1</b>	<b>Action #1</b>
<b>Action #2</b>	<b>Action #2</b>
Completion date:	Completion date:

**Select one of your long-term goals and explain what motivates you to reach this goal.**

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## ASSIGNMENT #4 – Core Competencies Reflection

### Part A – Communication and Collaboration

1 a. Please describe a learning situation where you worked with one or more students to successfully achieve a goal.

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1 b. How do you feel about your contribution regarding this situation?

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2. Describe a situation where you were able to choose how to show your learning. Give details about the subject, what the course was, etc. (ex. I built....., I made a poster...., I wrote an essay on....).

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**Part B – Personal and Social Awareness and Responsibility**

Choose one of the next 3 options:

1. Describe a situation where you successfully advocated for yourself.
2. Describe a situation where you took steps to support your own well-being, including a healthy lifestyle or your mental health.
3. Describe a situation where you took action to make a positive change at school, in your community or for the environment.

I chose # \_\_\_\_\_

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**Part C – Creative, Reflective and Critical Thinking**

1. Give an example of a time where you were able to use your creativity to design, plan or develop an idea of project (ex. A PowerPoint, a poster, a woodworking project, a skit/role play).

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2. How did you feel about this situation? Were you successful? Explain why or why not.

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## REFERENCE MATERIAL FOR #5 – MY PERSONAL VALUES AND PERSPECTIVES

### What Are Personal Values (And Why Do They Matter)?

***Personal values are the things that are important to us, the characteristics and behaviors that motivate us and guide our decisions.***

- For example, maybe you value honesty. You believe in being honest wherever possible and you think it is important to say what you really think. When you do not speak your mind, you probably feel disappointed in yourself.
- Or maybe you value kindness. You jump at the chance to help other people, and you are generous in giving your time and resources to worthy causes or to friends and family.

Those are just two examples of personal values out of many. Everyone has their own personal values, and they can be quite different. Some people are competitive, while others value cooperation. Some people value adventure, while others prefer security.

**Values matter because you're likely to feel better if you're living according to your values and to feel worse if you don't. This applies both to day-to-day decisions and to larger life choices.**

If you value adventure, for example, you'll probably feel stifled if you let yourself be pressured by parents or others into making "safe" choices like a stable office job and a settled home life. For you, a career that involves travel, starting your own business, or other opportunities for risk and adventure may be more appropriate. On the other hand, if you value security, the opposite applies. What some people would view as a "dream" opportunity to travel the world and be your own boss may leave you feeling insecure and craving a more settled existence.

Everybody is different, and what makes one person happy may leave another person feeling anxious or disengaged. Defining your personal values and then living by them can help you to feel more fulfilled and to make choices that make you happy, even if they don't make sense to other people. You'll see how to go about doing that in the following sections.





## What Are Your Personal Values? How to Define & Live by Them

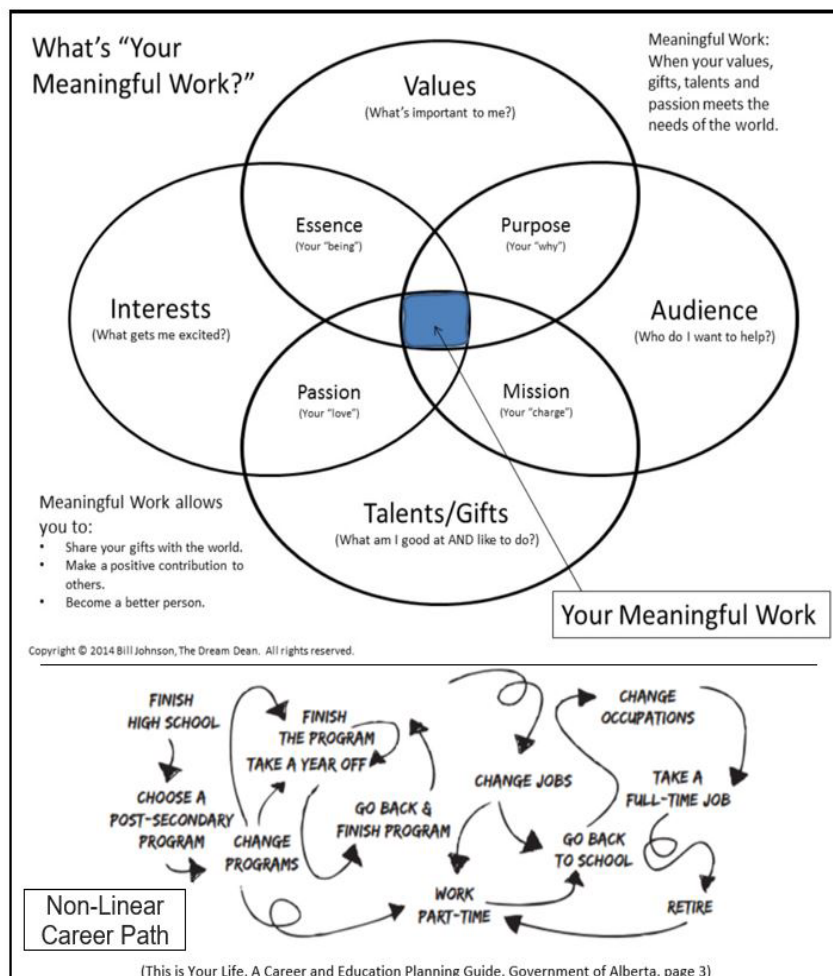
Living by your personal values sounds easy—at least in theory. Your values, after all, are simply the things that are important to you in life, so it should be natural to live by them.

Coming up with a list of personal values can be challenging, yet understanding your values is important. And yet so many of us don't consistently live by our values. Have you ever been in any of these situations?

- Someone said or did something that you strongly disagreed with, but you didn't speak up about it and felt ashamed afterwards.
- You set goals for yourself and then failed to meet them.
- Your life or career haven't worked out the way you wanted them to.
- What you want often clashes with what you've got to do or what's "practical."
- You're so busy pleasing other people that you're not even sure what your own true values are.

If any of these resonate with you, then this tutorial will help you. In it, you'll learn what personal values are and why they're important. Then we'll go through all the steps involved in defining and prioritizing your values, changing them as necessary, and living by them so that your actions are aligned with your values.

When you live by your values, you feel better about yourself and are more focused on doing the things that are important to you. In this tutorial, you'll see how to achieve that.



# How do you define your personal values?



my Self			
VALUES EXERCISE			
<b>Determine your core values.</b> From the list below, choose and write down every core value that resonates with you. Do not overthink your selections. As you read through the list, simply write down the words that feel like a core value to you personally. If you think of a value you possess that is not on the list, be sure to write it down as well.			
Abundance	Daring	Intuition	Preparedness
Acceptance	Decisiveness	Joy	Proactivity
Accountability	Dedication	Kindness	Professionalism
Achievement	Dependability	Knowledge	Punctuality
Advancement	Diversity	Leadership	Recognition
Adventure	Empathy	Learning	Relationships
Advocacy	Encouragement	Love	Reliability
Ambition	Enthusiasm	Loyalty	Resilience
Appreciation	Ethics	Making a Difference	Resourcefulness
Attractiveness	Excellence	Mindfulness	Responsibility
Autonomy	Expressiveness	Motivation	Responsiveness
Balance	Fairness	Optimism	Security
Being the Best	Family	Open-Mindedness	Self-Control
Benevolence	Friendships	Originality	Selflessness
Boldness	Flexibility	Passion	Simplicity
Brilliance	Freedom	Performance	Stability
Calmness	Fun	Personal Development	Success
Caring	Generosity	Proactive	Teamwork
Challenge	Grace	Professionalism	Thankfulness
Charity	Growth	Quality	Thoughtfulness
Cheerfulness	Flexibility	Recognition	Traditionalism
Cleverness	Happiness	Risk Taking	Trustworthiness
Community	Health	Safety	Understanding
Commitment	Honesty	Security	Uniqueness
Compassion	Humility	Service	Usefulness
Cooperation	Humor	Spirituality	Versatility
Collaboration	Inclusiveness	Stability	Vision
Consistency	Independence	Peace	Warmth
Contribution	Individuality	Perfection	Wealth
Creativity	Innovation	Playfulness	Well-Being
Credibility	Inspiration	Popularity	Wisdom
Curiosity	Intelligence	Power	Zeal

**ASSIGNMENT #5 – MY PERSONAL VALUES AND PERSPECTIVES**

Complete the following:

1. Refer to the notes on page 8-10 “How do you define your personal values?”. Identify 5 values that are important to you. For each value, explain:

\*\* Why is it important to you?

\*\*How does it influence your path after graduation?

**VALUE #1** \_\_\_\_\_

**VALUE #2** \_\_\_\_\_

**VALUE #3** \_\_\_\_\_

**VALUE #4** \_\_\_\_\_

**VALUE #5** \_\_\_\_\_

**Paragraph Response:**

2. In a paragraph (5 or more sentences), explain how your selected values will help you to maintain a balance in your life moving forward. Refer to personal, social, and professional aspects of your life.

## ASSIGNMENT #6 – INCLUSION AND RESPECT

Our workforces are currently transitioning to be more multi-generational and multicultural. It is important that we have the tools we need on the job to succeed in ensuring that we have an inclusive culture and that everyone feels truly accepted and respected in the workplace. Answer the following questions:

### Short Answer:

1. Explain what respect and inclusion mean to you? Avoid using dictionary definitions.

### Anecdotal Response:

2. Share a time when you either were or witnessed someone showing respect and inclusion to another person. Explain what happened in the situation and how it made you feel.

**Short Answer:**

3. Explain why inclusion and respect are important for all areas of life. Make specific references to the workplace, community, and school.

**Short Answer:**

4. Identify how you can promote inclusion and respect in school and the workplace.

	Not yet meeting	Beginning to meet	Meeting	Fully meeting
<b>MARKING RUBRIC</b>				All parts of the activity are completed in full. Responses show depth of understanding and insight. Student shows their understanding of the importance of respect and inclusion in personal and professional spaces.

## ASSIGNMENT #7 – REFLECTION OF Highschool and Moving Forward

### Reflection of Highschool

Think about the last 5 years of your educational career. Determine any of the following: learning experiences, milestones, struggles, dilemmas, or uncertainties that apply to your high school years.

In paragraph format, give a detailed explanation of an experience, milestone, struggle, dilemma, or uncertainty, and explain how or what you have learned from this experience at high school.

Reflection:

### Personal Growth Moving Forward

1. Reflect on a personal characteristic for an area of personal growth high school. What do you need to work on? Some examples might include Time management, Communication, Participation, Responsibility, etc. How will you do this? Why is this important to your success after graduation?

2. What are you planning to do once you transition from high school, the year after Grade 12? Please take a moment to complete this digital form indicating what your future plans are.

*Scan the QR Code with your phone's camera to record your answers. If you don't have access to a cell phone- please come to the career centre for a paper copy of this form.*





## ASSIGNMENT #8 – BUDGETING FOR YOUR FUTURE

One of the most challenging aspects of becoming an adult is managing your finances. The success of some of your Goals in assignment #1 may be dependent on your ability to successfully create and stick to a budget. Whether you are going to post-secondary school, or taking a year off to work, it is important to think about **Building a Budget**. This is the act of determining your income and expenses so that you can decide how much money you are going to spend on one item, how much on another, and so on, before you spend the money. Creating a budget is a realistic financial plan, which you put together based on your income, expenses, and goals. Whether you choose to work or go to school, creating a budget will help you understand how much it costs to live in the world outside of high school.

### PART A: INCOME

What types of income do you expect to have after you graduate? Look at the list below and enter the amount of money you feel you may receive in income in the next year. If you don't know, ask your parents or an adult to help you.



**\*\*Be Realistic!!** If you are paid between \$17 and \$20 per hour for a part-time or full-time job, you will be making less than \$40,000 per year. It is difficult to get a job that will pay you much more than minimum wage (\$17.40 per hour) unless you have some post-secondary skills and qualifications.

AFTER GRADUATION TOTAL INCOME FOR A YEAR	YOUR INCOME
Income for year: This will depend on whether you work full-time or part-time. (Simple Example without any deductions from your pay cheque (taxes, CPP, EI, union dues, etc.) 30 hrs. per week at \$16.75/hr. x 4.3 weeks/month x 12 months = \$25,929.00) Workspace:	
Money for your tuition from parents/guardian/family for the year.	
Student loans for year: Estimate what type of money you want to borrow from the bank or receive from Canada Student Loans.	
Scholarships/Bursaries: Range from \$100 to \$5000 depending on your eligibility.	
<b>(A) YOUR TOTAL <u>ANNUAL</u> INCOME:</b>	\$
<b>BOX A</b>	

## **PART B: MONTHLY LIVING EXPENSES**

Below is a **sample** of estimated costs for **monthly** living expenses. In one column you will see amounts for living in a larger city such as Nanaimo or Victoria. Expenses can be less if you plan to live in a smaller city.

**Plan to live on your own to help you better understand the expenses of living on your own.** Select which amount best applies to you and enter that amount in the right column. If a line is not relevant to you (i.e., you won't have a land line phone, or you won't be shopping a lot), leave the space blank or put \$0.



MONTHLY EXPENSES	LARGE CITY	SMALL CITY	YOUR MONTHLY BUDGET
<b>HOUSING</b>			
1) Rent: at home with parents			
2) Rent: <u>1</u> bedroom apartment	\$1450	\$1050	
3) Rent: share <u>2</u> bedroom apt	\$950	\$800	
4) Rent: College/University Residence fees and other costs – varies	\$5000 - \$9000/year \$417 – \$750/month		
<b>TRANSPORTATION</b>			
Vehicle car insurance	\$220	\$180	
Vehicle gas (variables—type of car mileage, distances, etc.)	\$250	\$175	
Public transit	\$100	\$40	
<b>FOOD</b>			
Food/meals at home and eating out occasionally	\$600	\$500	
<b>UTILITIES</b>			
Electricity	\$40	\$40	
Heating	\$60	\$60	
TV Cable	\$50	\$50	
Streaming service	\$15	\$15	
<b>TELEPHONE</b>			
Telephone—Home phone land line	\$40	\$40	
Cell phone (long distance, unlimited texting)	\$90	\$90	
<b>COMPUTER</b>			
Computer hardware and software	\$100	\$100	
Internet	\$50	\$50	
<b>CLOTHING</b>			
Clothing—shopping only a little	\$50	\$50	
Clothing—shopping <u>a lot</u>	\$175	\$175	

HEALTH CARE			
Medications/dental (students may be covered by parents' plan)	\$40	\$40	
Glasses/lenses	\$40	\$40	
INSURANCE			
Insurance (medical)	\$60	\$60	
Insurance (for possessions if renting an apartment) (Students may be covered by parents' plan)	\$60	\$60	
ENTERTAINMENT			
Recreational sports, gym, lessons, etc.	\$100	\$80	
Entertainment: movies, purchases	\$60	\$40	
Entertainment: night clubs/pubs	\$80	\$60	
PERSONAL CARE			
Personal care (haircuts, makeup)	\$100	\$50	
Laundry at laundromat	\$60	\$60	
POST-SECONDARY EDUCATION			
University Degree Program – varies according to school, include any specific program fees	\$5000 - \$10000/year \$625 - \$1250/month		
Local College Program – varies by program, include any specific program fees	\$5,000-\$8,000/year \$625 - \$667/month		
Books and program supplies	\$1000 - \$3000/year \$83 – \$250/month		
OTHER			
Banking fees	\$10	\$10	
Newspapers, books, magazines	\$40	\$25	
Religious/charity	\$5	\$5	
Gifts	\$20	\$20	
Pets	\$40	\$40	
Travel (varies depending on type of travel and hotel costs) Estimate your monthly amount to save.			
<b>TOTAL MONTHLY EXPENSES:</b>			
		<b>BOX B</b>	\$

**FINAL CALCULATIONS:**

Enter your Total Annual Income Here from BOX A (Pg 17)	\$
Enter your Total Annual Expenses from BOX B BOX B <input type="text"/> X 12 = <input type="text"/>	-\$
Subtract your total expenses in the second box from the total income in the first box and enter in the space at right. This is your NET ANNUAL BALANCE	\$

**Budget Reflection:**

1. What is one change I could make today that would improve my finances?

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2. How effectively am I meeting my long-term goals with this budget?

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3. How can you include Unexpected/Overlooked Expenses into your budget? (auto repairs, replace cell phone, increased food costs, increase social life, etc.)

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4. If you put money away for your long term goals, are you more likely to make smarter money decisions with the money that is left and why?

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5. Do you think that you able to save more money than you would have without a planned budget?

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MARKING RUBRIC	Not yet meeting	Beginning to meet	Meeting	Fully meeting
				Student creates a budget with details and realism. Student has used critical thinking to create an appropriate budget.