

# alis Classroom Resources



for CALM and CTS

## Career Planning

[alis.alberta.ca/plan-your-career](https://alis.alberta.ca/plan-your-career)

Students will discover how to turn what they love into a career by exploring their skills, interests, and passions.

### Topics covered in Plan Your Career

- **Exploring Career Options** – Students can explore careers that interest them
- **Know Yourself** – Learning about interests, skills and abilities can help students identify a career path that is a good fit for them
- **Occupations** – Students can explore over 550 occupational profiles that feature duties, educational requirements, wage and salary information, and more
- **How to Get Help with Career Planning** – Career advice and online resources are available for students needing help with career planning

### CAREERinsite interest exercises

Identifying work-related interests is an important part of career planning. Students will be more satisfied if their careers include activities they enjoy!

Through quizzes and exercises, students will explore their values, interests, and abilities, learning to know themselves before moving on to the other career-planning steps.

**CAREERinsite**, under the **Plan Your Career** section on alis, can help your students find career options that fit and the schools or programs that offer training for those occupations.

Step by step, CAREERinsite will guide your students through the four stages of career planning:

1. **Know yourself:** Where am I right now?
2. **Explore options** for occupations:  
What do I need to know?
3. **Get ready** to evaluate your career options:  
What are my best choices?
4. **Take action:** What do I need to do?



## Students can create an alis account

Students can create a personalized alis account and save their:

- Career plan
- Favourite occupations, articles, and information about salaries
- Comparisons between educational programs
- Job postings

**Registration** is free and easy. Students can sign up, log in, and start today.

## Publications about career planning



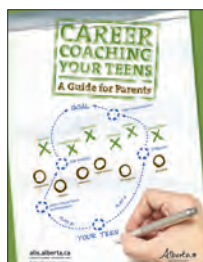
### Assessing You: The First Step in Career Planning

Students will self-assess their skills and assets, including transferable and personal management skills, and learn how to package them for the job market. Their personal assets, together with their passions, can help guide students to create the life they want.



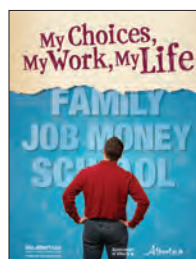
### Career Planner: Choosing an Occupation

The exercises and tips in this workbook will help students find the career that suits their needs and choices.



### Career Coaching Your Teens: A Guide for Parents\* [online publication]

Have this publication on hand during parent-teacher meetings as an at-home resource for parents. The practical information will help parents support their teens as they explore their career options.



### My Choices, My Work, My Life

This decision-making guide will help your students make a plan for the direction of their careers, upgrading their skills, or dealing with personal issues.



### Why Study courses like... Aboriginal Studies? Biology? Chemistry? English? Math? Social Studies?\*

These six posters make the link between studying a core high school course and future career options. Each poster includes a list of related occupations and points to alis for more information.



### Women in Non-Traditional Occupations: Stories to Inspire [online publication]

Seven Alberta women share their non-traditional career path journeys. Occupations explored are Transport Officer, Research Chemist, Outdoor Recreation Guide, Civil Engineer, Boilermaker, Wildlife Biologist, and Instrument Technician.

## Career Advice

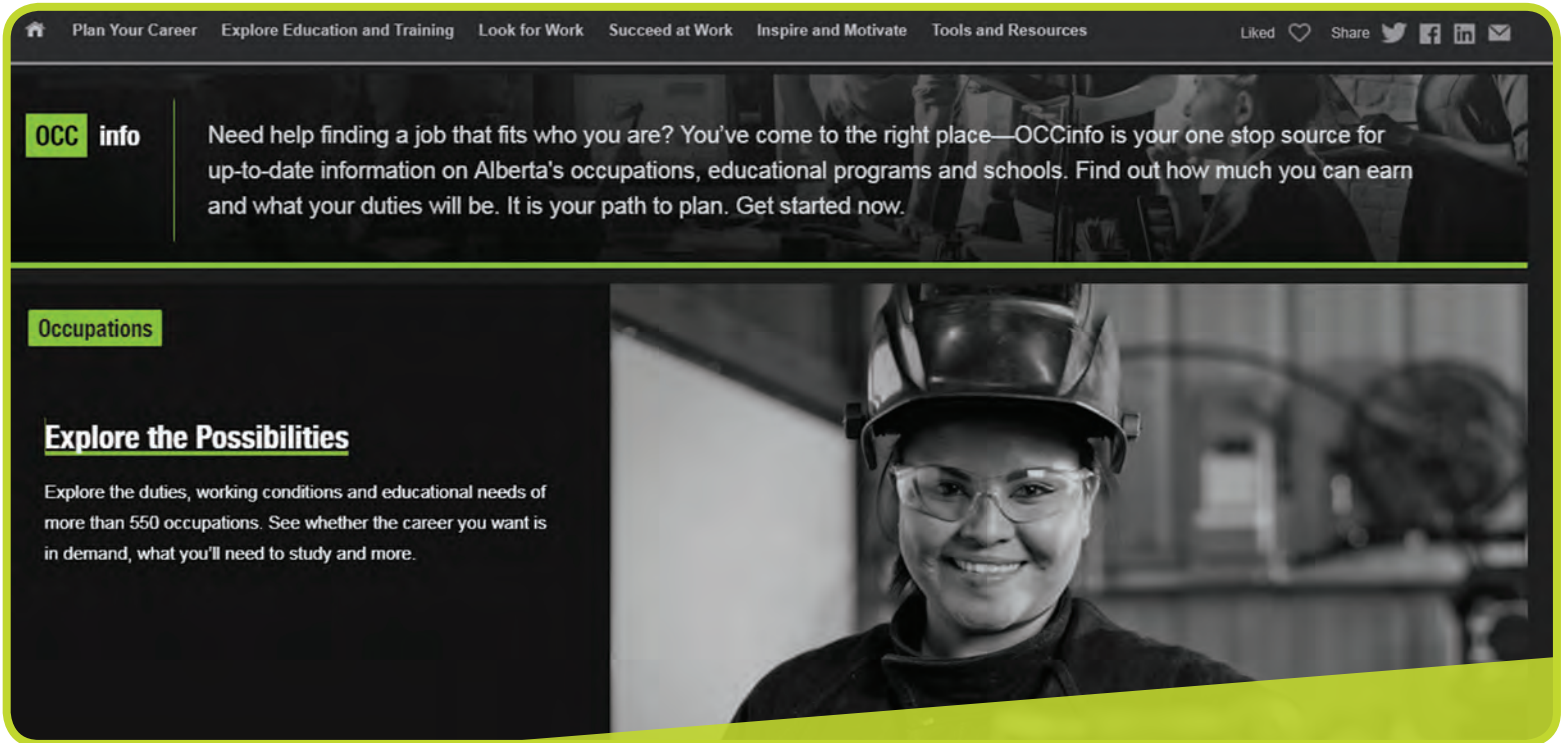
[alis.alberta.ca/asc](https://alis.alberta.ca/asc)

Alberta Supports Coordinators can help you find information on career planning, occupations, educational programs, labour market trends, and job search strategies.

780-644-9992 (Edmonton) | 1-877-644-9992 (Toll-free)

# Occupations and Educational Programs

[alis.alberta.ca/occinfo](http://alis.alberta.ca/occinfo)



**OCCinfo**, under the **Plan Your Career** section on alis, provides your students with up-to-date information on Alberta occupations, duties, working conditions, educational requirements, and wage information.



## Educational programs and schools

Your students can explore apprenticeship and post-secondary programs in Alberta and find information about length of programs, admissions, transfer opportunities, and distance learning in Western Canada.

## Wages and salaries

Students can look up the average wage or annual salary for hundreds of different occupations to help them make informed decisions about their future.

## Inspire and Motivate

Educators and career counsellors will discover valuable resources to help students achieve their career goals in Alberta.

The **Inspire and Motivate** section features a video on how to use the new alis site, highlights new content, and provides quick access to important tools like CAREERinsite and OCCinfo.



# Post-Secondary Education

[alis.alberta.ca/explore-education-and-training](https://alis.alberta.ca/explore-education-and-training)

## Topics covered in Explore Education and Training

- **Educational Programs and Schools** – Students can learn what post-secondary programs are available and where to apply
- **How to Plan for Education** – Once a student decides what they want to do, they can find the training programs and courses that are right for them
- **How to Pay for Education** – Students will discover how much education costs and some available funding options

Students will discover how to fund their education, transfer credits, and explore educational programs available in Alberta.



## Publications about planning for post-secondary



### Money 101: Budgeting Basics for Further Education

Help your students budget for their post-secondary education, and learn how to keep costs down with tips, advice, and budgeting worksheets.



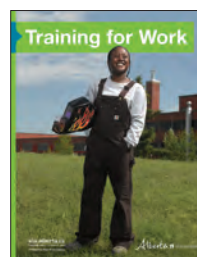
### Time to Choose ... a Post-Secondary Education Program

Get up-to-date details about post-secondary options, programs, schools, application deadlines, student funding, and transfer credits.



### Stretch Your Dollars: Budgeting Basics

Budgeting is made easier with ideas for cutting expenses and boosting income. Produced by Money Mentors, this guide contains spending plans and worksheets.



### Training for Work [online publication]

Training options other than traditional full-time studies are explored in this guide, including how mentoring, volunteering, self-study, short-term courses, and on-the-job training will boost employability.

# Look for Work

[alis.alberta.ca/look-for-work](https://alis.alberta.ca/look-for-work)

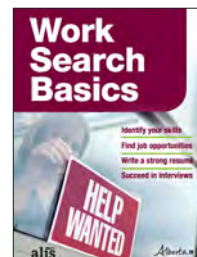
Are your graduating students looking for their first job? They can find tips for writing a resumé or cover letter, learn how to network, and prepare for an interview.



## Topics covered in Look for Work

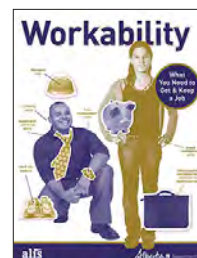
- **Jobs in Alberta** – Students looking for work can search Alberta-specific job postings
- **Resumés and References** – Students will learn that a well written resumé and good references are key to their work search
- **Cover Letters** – Students learn how to get an employer's attention to successfully win the job they want
- **Find Work** – Students explore how to find the work that fits their skills, accomplishments, and preferences
- **Work Search Online** – Today's students are using social media more than ever. Students will learn how to use it effectively and appropriately for their work search

## Publications about finding work



### Work Search Basics

Students can learn how to create the right resumé and cover letter, get tips on networking and interviewing effectively, and find the work that's the best fit for them.



### Workability: What You Need to Get & Keep a Job

Good employers look for workability—key skills, attitudes, and knowledge—when they hire or promote their workers. Learn how to develop workability through exercises, checklists, personal stories, and more.

\*All resources are authorized by Alberta Education for Career and Life Management (CALM) and/or Career & Technology Studies (CTS) classes except those marked with an \*.

Order classroom sets or individual copies at [alis.alberta.ca/publications](https://alis.alberta.ca/publications)

# Succeed at Work

[alis.alberta.ca/succeed-at-work](http://alis.alberta.ca/succeed-at-work)

The **Succeed at Work** section will help students navigate issues such as workplace rights, responsibilities, and safety.

## Topics covered in Succeed at Work

- **Improving Your Work Life** – Students will discover strategies to make their work more rewarding
- **Employment Standards** – Students will learn about Alberta employment rules for wages, hours of work and rest, overtime, vacation, general holidays, and other working conditions
- **How to Handle Workplace Challenges** – Students will discover ways to handle the challenges present in every workplace
- **Being Safe on Your Job** – Students will learn to recognize hazards—from a slippery door mat to hot oil in a deep fryer—and how to create a safe work environment

## Publications about succeeding at work



### Job Smart: Tips for Staying Employed

Help your students learn what employers want and ways to solve common workplace problems.



### Let's Talk: A Guide to Resolving Workplace Conflicts

[online publication]

Young employees can learn how to resolve disputes at work and where to get outside help.

NEW  
EDITION

COMING  
SOON



UPDATED  
2018

### X-Treme Safety: A Survival Guide for New and Young Workers

Through personal stories, quizzes, and checklists, young people gain the information they need to ensure a safe, healthy, and fair workplace.

### Your Rights and Responsibilities at Work

Young people just starting out need to know about pay slips, deductions, holidays, workplace health and safety, and human rights laws. New employment standards are included.

## Youth: Transitioning to Careers and Independence

[alis.alberta.ca/youthtransition](http://alis.alberta.ca/youthtransition)

This online resource offers information for young people who have children's services status or been in care. With advice on everything from money management to finding a place to live, this resource can help your students make a positive transition to careers, learning, work, and independence.