

alis Classroom Resources

for **CALM** and **CTS**

Career Planning

 alis.alberta.ca/careerinsite

CAREERinsite Interest exercises

Identifying work related interests is an important part of career planning. Students will be more satisfied with their careers if it includes 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** your occupational options: What do I need to know?
3. **Evaluate** your career options: What are my best choices?
4. **Take action:** What do I need to do?



Students can save to their *My Alis Account*

Students can create a personalized My Career Plan and save it to their **My Alis Account**. They can also save:

- Every page they "like" on Alis
- Career quizzes
- Favourite occupations, articles, and information about salaries
- Comparisons between educational programs.

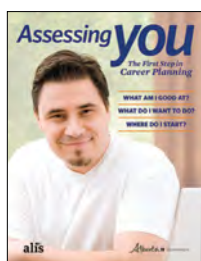
Registration is free and easy. Students can sign up, log in and start today.



Short articles about career planning

- Career Planning FAQs
- Discover How Career Planning Can Help You
- Discover Your Personality Type
- Evaluate Your Approach to Career Risks
- How to Discuss Your Career Plan With Your Parents
- Let Your Dreams Shape Your Career
- Set SMART Goals
- Still in High School? Start Planning Your Career Now!

Publications about career planning



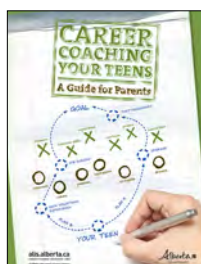
Assessing You: The First Step in Career Planning

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.



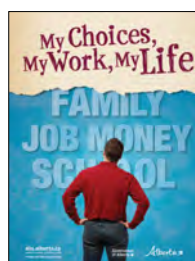
Career Coaching Your Teens: A Guide for Parents*

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.



Going Somewhere? Live/Learn/Work

This quick introduction to career planning shows young people how to put their interests, passions and skills together so they can plan their future.



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 ... Aboriginal Studies? Biology? Chemistry? English? Math? Social Studies?*

These six-posters make the link between studying a core high school course Aboriginal studies, biology, chemistry, English, math and social studies 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 journey. Occupations explored are Transport Officer, Research Chemist, Outdoor Recreation Guide, Civil Engineer, Boilermaker, Wildlife Biologist and Instrument Technician.



Educators' Guide for Going Somewhere?

Photocopy-ready classroom activities that relate directly to each article in the student book are found in the accompanying online Educators' Guide.





Occupations and Educational Programs

 alis.alberta.ca/occinfo

Short articles about educational planning

- Explore School & Program Options
- Learn About Apprenticeship
- Plan Your Education

Occinfo, under the Plan Your Career section on alis, can guide 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, admission information, transfer opportunities and distance learning in Western Canada.

Wages and salaries

Students can look up the hourly wage or annual salary for hundreds of different occupations so they can make informed decisions about their future.

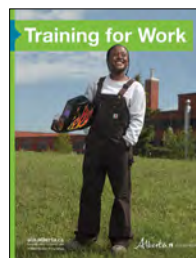
Publications about educational planning



NEW
EDITION

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.



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.

Post-Secondary Education

alis.alberta.ca/explore-education-and-training/pay-for-your-education

Short articles about paying for an education

- Earn While You Learn Part-Time
- Explore Funding Options
- Financial Literacy for Students
- How Much Will School Cost?
- Spending Plan for Students



Under the Explore Education and Training section on alis, **students can learn about budgeting and saving** while exploring their options—grants, scholarships and bursaries—that will help them invest in their futures.

Publications about paying for an education



NEW EDITION

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.



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.

FREE Career Counselling

alis.alberta.ca/hotline

Alberta's Career Information Hotline offers information on career planning, occupations, educational programs, labour market trends, and job search strategies.

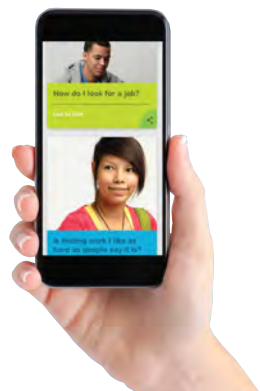
780-422-4266 (Edmonton) | 1-800-661-3753 (Toll-free)



Looking for a Job | MyWorkQuest

 myworkquest.alberta.ca

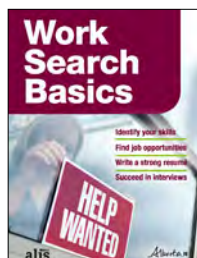
Are your students graduating, looking for their first job or wondering about their future? **MyWorkQuest** can help answer their questions about transitioning to the job market.



Short articles about finding work

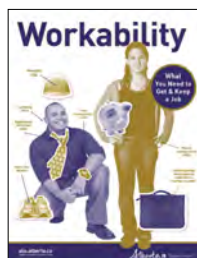
- Do You Have the Skills Employers Want?
- Get the Most out of Career Fairs
- Graduated from Post-Secondary, Now What?
- Still in Post-Secondary? Start Planning Now
- Transferable Skills for Post-Secondary Students

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.



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 *.

Succeed at Work

 alis.alberta.ca/succeed-at-work

Under the **Succeed at Work** section on alis, students can navigate issues such as workplace rights, responsibilities and safety.

Short articles about succeeding at work

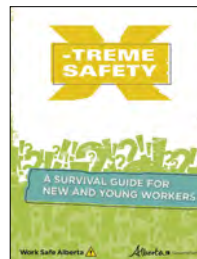
- Find and Work With a Mentor
- Getting and Keeping the Work You Want
- Handling People Problems at Work
- Help Yourself by Helping Your Employer
- Overcoming Job Challenges
- Try the High 5 Approach to Succeeding at Work and Life
- What You Need to Know About Employment Standards

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.



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

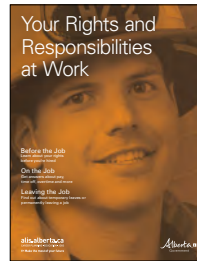
Through personal stories, quizzes and checklists, young people gain the information they need to ensure a safe, healthy and fair workplace.



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.



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. All are explained inside.

Youth: Transitioning to Careers and Independence

alis.alberta.ca/youthtransition

This online resource offers information for young people who have had 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.

