

**Grade 9 graduation & post-graduation plan checklist:**

* Review and obtain personal documentation
  + Birth certificate
  + Health Card
  + Social Insurance Number
  + Saskatchewan Photo ID
* Complete inventories
  + Learning Styles
  + Personality
  + Interests
    - Identify interests write a reflection for your About Me portfolio
* Review of Grade 10, 11 & 12 course options to understand what a tentative schedule may look like for completion to gain understanding of prerequisites to courses and graduation requirements
* Review graduation & post-graduation plans with
  + Parent(s)/Guardian(s)
  + Advisory teacher/Trusted adult
* Create one personal goal and one academic goal per semester to work towards. This will be discussed at 3-way conferences.
* Gain basic understanding of the full range of post-secondary opportunities
  + Apprenticeship (Saskatchewan Youth Apprenticeship Program)
  + University
  + Technical school
  + Private College
  + Employment
  + Entrepreneurship
* Develop personal career documentation and upload to About Me portfolio
  + Resume & Cover letter
  + Young Workers Readiness Certificate
* Attend “Try a Career Day”
  + Write a reflection on this event and add to your About Me portfolio
* In June scan and upload to your portfolio any athletic, community or academic awards you received throughout the year.

**Personal Documentation**

It is important as a young person to ensure that you have all the proper personal documentation available to you. These pieces of documentation will help you access supports and resources in the community, and can help you obtain a job. These documents should not be uploaded to myBlueprint for privacy reasons. Keep in a safe place.

***Birth Certificate -*** A Birth Certificate is your most valuable identification document and the primary identity document issued by the Province. It is needed when registering for school, applying for a passport and obtaining a driver's license and a Social Insurance Number.

* Order a birth certificate
  + eHealth Saskatchewan
    - <https://www.ehealthsask.ca/residents/births/Pages/Order-a-Birth-Certificate.aspx>

***Saskatchewan Health Card*** - The Saskatchewan Health Card is a valuable personal identification card that you should be prepared to present whenever you need health services.

* Update or replace Health Card
  + eHealth Saskatchewan
    - <https://www.ehealthsask.ca/residents/health-cards/Pages/Update-or-Replace-a-Health-Card.aspx>

***Social Insurance Number -*** The Social Insurance Number (SIN) is a nine-digit number that you need to work in Canada or to have access to government programs and benefits. A SIN is issued to one person only and it cannot legally be used by anyone else. You are responsible for protecting your SIN. Store any document containing your SIN and personal information in a safe place—do not keep your SIN with you.

* Apply for SIN Number
  + Employment & Social Development Canada
    - <https://www.canada.ca/en/employment-social-development/services/sin/apply.html>

***Saskatchewan Photo Id/ Drivers Licence -*** A photo ID card is available for all Saskatchewan non-drivers. You can get a photo ID card from any motor licence issuer. The cost is $15.

* Non Driver Photo ID
  + <https://www.sgi.sk.ca/individuals/licensing/features/photoidcard.html>
* Driver’s Licence
  + <https://www.sgi.sk.ca/individuals/licensing/getyourlicence/index.html>

**Personal Documentation Log**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document** | **Contact Information** | **Availability** | **Obtained** | **Expiry** |
| Birth Certificate | eHealth Saskatchewan  [www.ehealthsask.ca](http://www.ehealthsask.ca) | Since birth |  | N/A |
| Saskatchewan Health Card | eHealth Saskatchewan  [www.ehealthsask.ca](http://www.ehealthsask.ca) | Must reside in SK. for 3 months. |  |  |
| Social Insurance Number | Regina Service Canada  *Alvin Hamilton Building*  *1783 Hamilton Street*  *Regina, Saskatchewan* | Since birth |  | N/A |
| Saskatchewan Photo ID/Drivers Licence | Any SGI Licence Issuer | 15 Yrs. – ID  16 Yrs. - DL |  |  |
| Young Workers Readiness Certificate | <https://ywrcc.ca/> | Online | *Upload to MBP Portfolio* | N/A |

**ACTIVITY 1: Interests Assessment-Due Sept 30th**

1. Select **Portfolios** from the tab menu in the home section.
2. Add a new portfolio (**+ Add Portfolio**) titled ***‘About Me Portfolio***. This portfolio will allow you to showcase your interests, passions, goals, and career interests.
3. Select **Who Am I?** from the navigation menu on the left hand side of your screen. Select **Surveys**
4. Complete the **Interests** questions to receive your results
5. Review the **full report** to learn more about your interests and the types of occupations that are well suited to your interests.
6. Add your Interests to ***‘About Me Portfolio’***.
7. Writea brief **reflection** (Do you agree? Disagree? Why or why not? What did you learn?)
8. Review the list and descriptions of **Personal Documentation** and make a plan to obtain these documents.

*NOTE: The* ***Learning Styles*** *and* ***Personality*** *assessments must be completed before you can complete the* ***Interest*** *survey*

**ACTIVITY 2: Goals-due Oct 31st**

1. Select **Menu** from the navigation menu on the left hand side of your screen and select **Goals**
2. Add **ONE (1) Academic Goal (short term)** and include an Action Plan for how you intend to achieve it. This can be around Learning Skills or to improve on a specific subject area
3. Add this academic goal to ***‘About Me Portfolio’***.
4. Add **ONE (1) Personal Goal (short term)** and include an Action Plan for how you intend to achieve it. This can be about anything else in your life that you would like to improve on
5. Add your goals toyour ***‘About Me Portfolio’***.
6. Write a brief **reflection** about why you’ve set these goals (What are you trying to achieve? Why? How does it fit in a bigger plan?)

Be prepared **to share** your two goals and your plan for obtaining your personal documentation at your first 3-Way conference of the year.

**ACTIVITY 3: Add 2 Boxes to your Portfolio-due November 30th**

1. Select **Home** from the navigation menu on the left hand side of your screen. Select **Portfolios** and choose your ***‘About Me Portfolio***.
2. Add **2** custom boxes titled “**WHO AM I**?” and upload a picture or video of something that best **describes who you are / what makes you happy / what is your passion**?
3. Add a title and a description.
4. Add a **reflection** (why did you choose to share this? Why is it important to you?
5. If you haven’t done so, you should begin the Young Workers Readiness course this month. <https://ywrcc.ca/>

**ACTIVITY: Add 2 Boxes to your Portfolio-due Dec 18th**

1. Select **Home** from the navigation menu on the left hand side of your screen and select **Portfolios.**
2. Add a **Box** called “**WHO DO I WANT TO BECOME?**” and upload a picture or video of something that best **describes who you want to become – this is not an occupation, but rather a character strength**
3. Add a title and a description.
4. Write a **reflection** on why you chose this picture or video.

If you haven’t done so, you should begin the Young Workers Readiness course this month. <https://ywrcc.ca/>

**ACTIVITY 5: Resumes-due Jan 31st**

1. Select **Work** from the navigation menu on the left hand side of your screen. Select **Resumes.**
2. Add your **Contact** information; fill in the **Education** section, **Extracurricular** activities, and at least **one** experience to the **Hobbies and Interests** section.
3. Add any **additional experiences** that you’d like to record

**ACTIVITY 5b: Review Goal Setting-due Jan 31st**

1. Review **goals** set in October
2. Check off the completed boxes in your ‘tasks’ and / or reflect… how are they going? Completed?
3. Share your portfolio with your parents/guardian so they can see what progress you have made since your 3-Way Conference.
4. If you haven’t done so, you should begin the Young Workers Readiness course this month. <https://ywrcc.ca/>

**ACTIVITY 6: Goals-due Feb 28th**

1 . Select **Menu** from the navigation menu on the left hand side of your screen and select **Goals**

2. Add **ONE (1) Academic Goal (short term)** and include an Action Plan for how you intend to achieve it. This can be around Learning Skills or to improve on a specific subject area

3. Add this academic goal to ***‘About Me Portfolio’***.

4. Add **ONE (1) Personal Goal (short term)** and include an Action Plan for how you intend to achieve it. This can be about anything else in your life that you would like to improve on

5. Add your goals toyour ***‘About Me Portfolio***.

6. Write a brief **reflection** about why you’ve set these goals (What are you trying to achieve? Why? How does it fit in a bigger plan?)

**ACTIVITY 7: High School Planning-due March 30th**

1. Select **High School** from the navigation menu on the left hand side of your screen.
2. Add courses to Year 1 based on compulsory courses and electives you may be interested in
3. Review grade 10, 11 and 12 courses that you are interested in, and make sure that you have the prerequisites selected.
4. Be prepared **to share** your two goals and your plan for obtaining your personal documentation at your first 3-Way conference of the year.

**ACTIVITY 8: Add 2 Boxes to your Portfolio-Apr 30th**

1. Select **Home** from the navigation menu on the left hand side of your screen. Select **Portfolios**
2. Add **2** custom boxes titled “**WHO AM I**?” and upload a picture or video of something that best **describes who you are / what makes you happy / what is your passion**?
3. Add a title and a description.
4. Add a **reflection** (why did you choose to share this? Why is it important to you?)

**ACTIVITY 9: Occupations-due May 30th**

1. Select **Work** from the navigation menu on the left hand side of your screen. Select **Occupations.**
2. Enter **Opportunity Name or Keyword** and click **Search** when you are ready.
3. Find 3 Occupations that are not necessarily in your field of interest but you want to know more about. Click the heart in the right hand corner of the occupations box to add to your favourites.
4. Select **favourites** from the left hand side navigation menu. Choose two occupations that you would like to compare.
5. **Compare** them by clicking the menu on the right hand side of the occupation you would like to compare. A drop down menu will appear. Select compare. *Repeat this process for the other occupation you would like to compare.*NOTE: At the top of your page your compared items will appear.
6. Select the blue compare button to view a side-by-side comparison of your selections.
   1. Consider and compare the following:   
      Level of education required
   2. Outlook
   3. Salary
   4. Number of years of post-secondary education (if this applies)
   5. Compare Important Skills

7. Add your top 3 occupations to your ***‘About Me Portfolio’***. and use the reflection box to compare (Pros vs Cons)

8. Attend the “Try a Career Day” hosted by RDIEC. Write a reflection of the experience and add to your ***‘About Me Portfolio - Grade 9’***.

**ACTIVITY 10: Review Goals-due June 14th**

1. Ensure all goals created this year are added to your ***‘About Me Portfolio’***.
2. Review the goals you created this year and write a reflection on progress/achievement/improvements for each goal.

Scan and upload to your About Me portfolio any athletic, community, or academic awards you have received this year.

**\*CULMINATING ACTIVITY: My Portfolio**

1. Add 2 more custom boxes to your ***‘About Me Portfolio’***.– upload images or documents or link videos of something that happened to you this year that you would like to share (i.e. field trip, job shadowing, cool project, etc)
2. Write a **reflection** about why you wanted to share this experience.

Look at your ***‘About Me Portfolio’***. and all of the boxes you’ve added and ensure each box has a reflection