



Board/Authority Authorized Course Framework Template

School District/Independent School Authority Name: Nanaimo Ladysmith Public Schools	School District/Independent School Authority Number (e.g. SD43, Authority #432): SD68
Developed by: Christoph Schaub	Date Developed: December, 2024
School Name: John Barsby Community School	Principal's Name: Stephen Epp
Superintendent Approval Date (for School Districts only):	Superintendent Signature (for School Districts only):
Board/Authority Approval Date:	Board/Authority Chair Signature:
Course Name: Post-Secondary Transitions 12	Grade Level of Course: 12
Number of Course Credits: 2/4	Number of Hours of Instruction: 60/120

Board/Authority Prerequisite(s):None

Special Training, Facilities or Equipment Required: Access to the internet and a computer is required to allow students to research, apply to and develop documentation for career, post-secondary, and scholarship, bursary, and award opportunities. The ideal teacher will have post-secondary and/or career experience in the specified field (Humanities & Social Sciences, Trades and Technical Schools, or STEM).

Course Synopsis: Post-secondary Transitions 12 is a course for those who are considering post-secondary studies in either Humanities & Social Sciences, Trades & Technical Schools, or STEM. The course focuses on the experiential and applied learnings that support students with an interest in post-secondary to develop an integrated post-graduation plan that can be connected to a capstone or culminating project of interest. The course design teaches students how to effectively manage and plan their future journey while exposing them to the rigors of a post-secondary program via the development of relevant skills. Students will leave the course with a post-secondary plan, the tools essential for success in post secondary studies, and the confidence to execute the next steps on their journey.

Goals and Rationale: Students are provided an educational setting in which to plan their personal post-secondary journey. The course provides the time to explore and understand the transition to post-secondary. The course aims to level the playing field of all learners, regardless of upbringing and socio-economic factors, and expose everyone to the post-secondary options available, and the numerous pathways for these journeys. The goal of the course is to build confident learners that leave with post-secondary goals and the knowledge and skills required to achieve them.

Aboriginal Worldviews and Perspectives: Post-Secondary Transitions 12 focuses on a holistic, reflective, experiential, and relational learning environment that requires student exploration of one's identity and embracing learner-centered practice that teaches values and appreciates the uniqueness of each learner. Students will experience that post-secondary planning takes patience and time and that there are many pathways for pursuing post-secondary opportunities within Indigenous worldviews. The exploration of one's identity includes developing an understanding of one's place in the world, in addition to being able to identify all the factors that contribute to how people see themselves. These factors include their strengths and their challenges, their innate abilities, and capacities to learn. The course aims to provide students experiential learning activities that integrate, and the knowledge ascertained in the course will be directly transferable to the learner's life. As students develop their skills and knowledge in particular areas in the course, it is expected that they will teach others, recognizing the social responsibility aspect of learning, and ultimately strengthening their community.

BIG IDEAS

A robust understanding of **Post-Secondary opportunities** facilitates the transition from high school

Building **independence** and developing leadership and self-management skills creates adept community members

Skill development is an ongoing process of participation, feedback, and reflection on learning.

Post-secondary opportunities are influenced by external and internal factors, including **local and global employment trends**.

Pursuing **Post-Secondary opportunities** includes ongoing cycles of exploring, planning, reflecting, adapting, and deciding.

Learning Standards

Curricular Competencies	Content
<p><i>Students are expected to do the following:</i></p> <p>Professional Development:</p> <ul style="list-style-type: none"> • understand and further develop core skills (communication, thinking & personal and social) • develop confidence in communication (both oral and written) and interpersonal skills • investigate and identify possible fundamental skills for your program of choice that could be learned or practised as a part of your capstone <p>Transition to Post-Secondary:</p> <ul style="list-style-type: none"> • develop an understanding of post-secondary planning through researching post-secondary institutions, and available scholarships and bursaries • develop an understanding of how to select, and then apply for, the post-secondary opportunities and scholarships/bursaries most suited to individual interests and talents • plan multiple pathways to arrive at an end goal • implement, and evaluate opportunities and applications <p>Post-Secondary Finances:</p> <ul style="list-style-type: none"> • develop, plan and budget a detailed financial strategy for your post-secondary journey 	<p><i>Students are expected to know the following:</i></p> <p>Professional Skills</p> <ul style="list-style-type: none"> • format and write formal emails • use MS Word, Excel, and PowerPoint and access a licence for personal devices • develop proficiency with a computer file system for organizing, saving and sending documents • technical writing vs. academic writing in post-secondary • understanding academic integrity and the consequences in post-secondary for misuse • sourcing material in a desired area of post-secondary studies • stress management, time management, work management, and organizational skills <p>Communication and Interpersonal Skills</p> <ul style="list-style-type: none"> • what makes a good presentation • collaboration and delegation in teamwork • adaptability in group work • conflict resolution and problem solving

- design, explain, and justify a weekly/monthly budget suitable for an individual attending post-secondary
- identify some of the key principles of sound financial planning
- develop an understanding of all direct and indirect costs in the post-secondary city of your choice.
- design and present a savings plan to facilitate the achievement of a long-term goal
- investigate the different types of loans and lending services available for post-secondary education

Post-Secondary to Career Transition:

- research and timetable your transition from post-secondary to your desired career including the monetary commitment verses future pay
- determine and map alternate routes of interest available after your post-secondary journey
- interview a professional in your desired career or a student on a similar post-secondary journey
- learn about possible careers from guest speakers and explore mentorship

- building **confidence in communication**

Post-Secondary Opportunities and Applications

- how to read, understand, and be able to extract pertinent information from university/college calendars and websites
- who to contact at post-secondary institutions regarding various questions and how to format these communications
- research potential universities/colleges.
- Attend presentations by speakers from various post-secondary institutions
- determine which programs suit your interests and plan your university/college program of study
- understand the various **admission tests**
- navigate the Canadian university and college application process
- access and provide post-secondary institutions with high school transcripts
- research the American and overseas university application process
- hear about university life from last year's graduates currently in first year university and learn how to draw parallels between the graduate's experience and their intentions

Post-Secondary Finances

- research **post-secondary finances** and create a budget
- research what loans are appropriate and how to complete student loan applications
- create an extensive scholarship search and personalized spreadsheet
- navigate scholarship, bursary and award websites and differentiate helpful websites from scams
- how to find scholarship, bursaries, and awards online and directly apply
- learn where to access **government grants and assistance** for academic support

- registered education saving plan (RESP)

Comprehensive Resume, References, Reference Letters, and Applications

- explore and identify several volunteer and community service opportunities
- write a **comprehensive resume or autobiographical scholarship essay**
- write a letter of intent or cover letter
- integrate detailed examples into scholarship applications
- select references that strengthen and support an application
- how and when to approach and ask for references
- how and when to request and collect letters of reference
- prepare and practice for scholarship interviews

Career Search

- complete an **extensive career search**
- how a post secondary education plan will transition into a desired career plan
- understanding of the skills and techniques of **industry recognized certification**

Preparing for Leaving High School

- study skills** and preparing for final exams
- how to access academic support in post-secondary
- how to take **effective notes**
- create a transition plan
- prepare for and participate in an exit interview

Big Ideas – Elaborations

Students will be exposed to the multitude of **post-secondary opportunities** available to them through class discussions, independent research and conversations and presentation by peers and community members. This exposure increases the likelihood that students leave with a plan that they are excited for and have the knowledge to succeed.

A holistic, reflective, experiential, and relational learning environment that requires student exploration of one's identity, and embracing learner-centered practice that teaches values and appreciates the uniqueness of each learner builds **independent** learners.

Skill development is addressed through focused teaching and feedback, students will develop skills improving their knowledge of concepts presented and discussed. In addition, students will continue to develop effective communication skills by sharing their ideas and learning with classmates, teachers, and potential presenters through the process of participating, being provided feedback and using reflection of learning concepts.

Local and global employment trends include what industries and career paths are trending up or down locally or globally, what are the job prospects in these areas and are they sustainable.

Curricular Competencies – Elaborations

Professional Skills:

- become proficient with the Microsoft Office (MS) Suite (Word, Excel, and PowerPoint). Install and activate copies of MS Office (free of charge) on your personal devices
- develop core life skills to manage work, family, and relationships successfully

Post-Secondary:

- post-secondary opportunities include the wide variety of vocational and academic opportunities that are available to students via trade schools, private companies, universities, colleges, and other institutions
- admissions tests such as Language Proficiency Index, Scholastic Aptitude Test, Test of English as a Foreign Language, assessment tests and various other entrance exams that could be required for university/college programs
- applications and acceptance can be an iterative process that requires flexibility and students should recognize that there are a multitude of routes to arrive at an end goal
- post-secondary finances including but not limited to the costs of housing, utilities, clothing, transportation, food, insurance, tuition, books, and supplies
- an auto-biographical scholarship essay or comprehensive resume that outlines and highlights a student's academic achievements, community service, extra-curricular activities, and post-secondary goal can be useful for applications to post-secondary institutions, applications for scholarships and bursaries, and when provided to references
- government grants and assistance for special programs and applications that are available to students with diverse learning needs
- understanding student loans including who is eligible, how to apply, and paying them back
- career search that includes an in-depth exploration of a particular career including but not limited to its job prospects, training requirements, job duties, and salary expectations

Post-secondary finances:

- understanding income and personal responsibilities such as the cost of utilities, food, rent/mortgage, entertainment, transportation, charitable contributions, and long-term savings goals
- how to use technology (e.g., using spreadsheets, budgeting software, online tools) to organize finances
- understanding income, deductions, benefits, employment insurances, Canada pension plan, taxes, union dues, etc
- explanation of how employment insurances temporarily supports unemployed workers through a loss of an income while they look for work or attempt to upgrade skillsets to seek employment

Career Search:

- local and global employment trends including what industries and career paths are trending up or down locally or globally, what are the job prospects in these areas, how competitive and realistic attaining a job in a specific area is and the long-term outlook
- career-life balance is the creation of a lifestyle that allows for a healthy balance between hours, styles, the pressures of work and the ability to enjoy a healthy, active, engaged life outside of work
- tailoring a resume for a specific job type requires considering what to highlight (skills, education, or previous experience)
- guest speakers help to re-enforce the variety of journeys undertaken to arrive at certain careers and that there is no default or correct path

Content – Elaborations

- **formal emails:** formal emails should be direct and succinct and use formal language. They should include a subject line, greeting, body content, closing line and signature. If an attachment is included a formal email should draw attention to the attachment
- **computer file system:** a file system is a structure used by an operating system to organize and manage files on a storage device such as a hard drive
- **technical writing vs. academic writing:** academic writing often focus on creating an emotional connection with the reader and evoking feelings and emotions through writing whereas technical writing is the creation of a document to convey technical or instructional information in a clear and concise manner where the material is the subject
- **sourcing material:** identify the key principles of source-based writing across different academic disciplines and professions
- **presentation:** a good PowerPoint slideshow complements your presentation by highlighting your key message, providing structure, and illustrating important details
- **confidence in communication:** prepare in advance, be clear and concise, be assertive but respectful, use confident body language, and learn from feedback
- **admission tests:** LPI, SAT, TOEFL, CASPer, Language Proficiency Index, Scholastic Aptitude Test, Test of English as a Foreign Language, assessment tests and various other entrance exams that could be required for university/college programs
- **post-secondary finances** – including but not limited to the costs of housing, utilities, clothing, transportation, food, insurance, tuition, books, and supplies
- **government grants and assistance:** special programs and applications that are available to students with diverse learning needs
- **comprehensive resume or autobiographical scholarship essay:** outlines and highlights a student's academic achievements, community service, extra-curricular activities, and post-secondary
- **extensive career search:** an in-depth exploration of a particular career including but not limited to its job prospects, training requirements, job duties, salary expectations
- **industry recognized certification:** SuperHost, FoodSafe, WCB, WorkSafe, First Aid, Forklift, WHIMIS, Nuclear Energy Worker, etc.
- **study skills:** comprehension vs memorization in studying including how these are balanced across different courses and subjects
- **effective notes:** Cornell Note Taking, index cards and other effective strategies for organizing and disseminating information

Recommended Instructional Components:

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|---------------------|-------------------------------|-------------------------|
| •Direct Instruction | •Peer & Group Activities | •Self-Assessment |
| •Demonstrations | •Community and Guest Speakers | •Performance assessment |
| •Modelling | •Experiential Learning | •Oral Presentation |
| •Storytelling | •Reflective Writing | |

Recommended Assessment Components: Ensure alignment with the Principles of Quality Assessment

Students should be frequently assessed on the skills acquired and attributes shown through class work, discussions, presentations and projects including: scenario based calculations, real-world applications and appropriate goal-setting. In addition, frequent, formative feedback on the development of foundational understandings and concepts and skills associated should be provided through periodic response reflections, exit tickets and quizzes. Students should also engage in ongoing self-assessment including reflection on core competencies in relation to the concepts taught.

Learning Resources:

- 1) Aboriginal Worldviews and Perspective in the Classroom. (2015)
https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/indigenous-education/awp_moving_forward.pdf
- 2) BCEID: To get your transcripts and share with post-secondary institutions
<https://www.bceid.ca/>
- 3) Ufile Online (Free for high school students)
<https://www.ufile.ca/>
- 4) Websites for post-secondary institutions
- 5) Guest speakers including but not limited to admission officers from universities, scholarship representatives, current university student

Additional Information: