

Career Planning Coordinator Board Report January 2019

Career Planning

- A copy of the student's *My Career Planning Artifacts* checklist for their Career Folders will be shared with the instructors at our Communication Friday meeting January 25th. (attached)
- Continuing classroom visits for quarter 2 WIN activities.

PA Career Objective Forms

- In the process of visiting each classroom to have students complete and sign forms.
- In the afternoon labs, Mrs. Carr and I am also having seniors complete a Pre Graduation Survey. The information is being organized into a spread sheet which will be used to create small group informational meetings.

NOCTI

- Met with Mrs Carr and devised a plan for preparation tasks and due dates for organizational purposes.
- 2019 NOCTI details are to be shared with faculty on January 25th meeting.

Military Planning Day

- Date is set for January 24th.
- Invitations have gone out as well as a follow up letter to recruiters in all branches of the military.

Activities & Awards

- Millcreek Kiwanis Citizenship Award to be presented to Xavier Moffatt at January 28th meeting.
- Mr Hewitt plans on attending as a representative from ECTS and Xavier's instructor.

New Business

- Safe 2 Say Something initiative is to begin January 14th. Trainings and practice session have been attended.

Students Name: _____ Program: _____



My Career Planning Artifacts

This folder is designed to house YOUR information. Upon graduation this information will prove useful in attaining an interview and ultimately securing a job. Fill it with your best work!

Level I students

Date Completed

Initials

Quarter 1: Assessments on WIN CEW 13.1 A

WIN Career Cluster Inventory (2)

WIN Interest Profiler (Holland) (2)

WIN Skills Survey (2)

Combined Report of Assessments writing prompt (1)

Quarter 2: WIN Explore/Research Options (2) CEW 13.1 B, E

Quarter 3: WIN Postsecondary Comparison Activity (2) CEW 13.1 F

List of potential post-secondary education opportunities (1)

Continuous: **WIN Ready to Work Courseware Certificate (1)** CEW 13.1 B

Applied Math - Level _____

Graphic Literacy (Locating Information) - Level _____

Workplace Documents (Reading for Information) - Level _____

Each student needs to achieve *a certificate level* designated by instructor.

Upon completion a certificate will be printed and placed in portfolio.

Experiences: **Advanced Training Day Reflection (1)** CEW 13.1 F

(at least two)

Students Name:

Program:



My Career Planning Artifacts

Level II and III students

Date Completed

Initials

A) Letter Writing CEW 13.2 C

Cover Letter (1)

Thank You Letter (1)

B) Sample Job Application & **List of Potential Employers (1)** CEW 13.2 B

Resume & Pocket Resume (1)

Setting Goals and Action Plans to achieve those goals (3)

WIN Employability Skills Survey (2)

C) Career Acquisition Documents CEW 13.2 C

Update Resume & Goals (1)

Two letters of Reference (minimum) (1)

Time & Stress Management (3) CEW 13.3 E

Budgeting (WIN) CEW 13.3 D

Continuous: **WIN Soft Skills Certificate (1)** CEW 13.2 E

Upon completion a certificate will be printed and placed in portfolio.

Experiences:

Mock Interview/Portfolio Presentation (1) CEW 13.2 A

Presenters or Career Tours with writing reflection (1) CEW 13.1 D

Job Shadowing (1) CEW 13.1 D or

Interview individual(s) in career cluster or

Career Research Paper

**Items in RED are portfolio items.*

(1) – activities completed with the instructor

(2) – planned activities with the Career Planning Coordinator

(3) – activities completed in Professional Skills Class