

Student Name _____ Date Submitted _____

CAREER AND PERSONAL PLANNING 12 (v2)

Section 1.0 Send-In

Complete this send-in as part of your course enrollment. This will be your first mark entered for the course. When this assignment has been received by SCIDES, your course materials will be sent to you.

This send-in consists of:

- CAPP 12 Course Planner _____/5 marks
- Activity 3.1A _____/18 marks
- Activity 3.1B _____/6 marks

TOTAL: _____/29 marks _____%



Mail:

- 1) This **Cover Sheet**
- 2) **Return Address** (page 2 or Comment Sheet) – Fill out with your complete name and address.
- 3) **Send-In Assignments** – Completed above noted assignments.

*Be sure to put proper **postage** on the envelope (if necessary) and add your **return address**.*

[This page intentionally left blank.]

Is this a change of address?

Yes

No

Please print in pencil

NAME
ADDRESS
CITY / TOWN, PROVINCE / COUNTRY, POSTAL CODE

Use this address box
if you are mailing
a **TEST**

Please print

NAME
ADDRESS
CITY / TOWN
PROVINCE / COUNTRY
POSTAL CODE

Is this a change of address?

Yes

No

Use this address box
if mailing a
SEND-IN ACTIVITY

[This page intentionally left blank.]

Name: _____

___ / 5 marks

Career and Personal Planning 12 Course Planner

Complete all the following contact information that applies to you and check the one that is the best way to contact you during the day:

Home Phone: _____ Work Phone: _____ Cell: _____

Email: _____

other way to contact you (explain) _____

When is the best time for your teacher or tutor/marker to contact you? ___:___ AM PM

Check your Grade: Grade 10 Grade 11 Grade 12 Graduated

Timetable Options/Course Plan

One of the keys to being successful in anything that you do is to take the time to plan carefully. The objective of this section is to help you create a timetable for managing your schoolwork and enable you to set goals for finishing all of your courses by your desired completion date. **Most full-time students complete 3 to 5 assignments each week.**

The flexibility of our distributed learning program offers you many choices but a plan for completion is essential to success. Most full-time students complete 8 courses in a school year (10 months). The most common timetables are "semestered" (4 courses at a time) or "linear" (8 courses at a time).

What is your planned schedule? Semester System (22 weeks) Linear System (44 weeks)

other: *(explain)* _____

What is your intended **start** date for this course? Now Other date: _____

What is your intended **completion** date for this course? _____ (month) _____ (year)

How many courses are you taking with us this year? _____ How many with other schools/programs? _____

Career and Personal Planning 12 consists of 6 more send-in assignments and no tests. How many assignments/tests per week must you do to complete this course as planned? _____



- *Mark target submission dates on a calendar.*
- *Add this same information from other courses to help you create a schedule for completion.*
- *Record the actual dates you submit work so you can track your progress.*



Delivery Method

Career and Personal Planning 12 is offered as a print course only. You will receive workbooks in print form and will be submitting your assignments through the regular mail.

If you have access to the Internet, you will find some great online resources to support your learning by searching for key words in the assignments.

Anything else?

Is there anything else you would like us to know about you or your education plans that will help us provide you with better service?

Lesson 3.1A

Predicting Change



The lesson looks at trends in the world which may affect career choices. It looks at the move away from one directional lifetime careers to being prepared for three or more careers in one's lifetime. The importance of generic transferable skills in coping with today's changeable job market is also addressed.

Predicting Change

Not so long ago, people used to think that if you got the right training or education, landed the job that you'd planned for, and worked hard once you were there, your career would be continuous upward movement. You would be assured of increased salary, growing benefits, and greater prestige right up to the time of your retirement. That was success as we used to define it.

A transformed work world, however, is unlikely to offer the traditional, one-directional, vertical climb. The experts tell us that change is the only constant. People need to expect at least three distinct careers in their lifetime, probably more. Also, career changes may not always be at our own choosing. People who are flexible and open to change are less likely to be disturbed by the unpredictable work climate. They may even find it challenging and stimulating.

Developing a set of transferable skills that can be used on any job seems to be the key to coping in today's changeable job world and to preparing for tomorrow's work place.

These skills include the following as outlined in the following graphic:



A willingness and ability to apply these skills to a wide range of work situations is also required. Of course one can still train for a specific profession, but even the specialist who is resourceful and ready is more likely to create an alternate career path when faced with forced change. There is no such thing as having “got” your education. Continuous learning, lifelong learning, will need to be a way of life.

Read “Predicting Change”* on page 39 of *Expanding Your Horizons: Career Development Guide*. Then turn to page 43 and read from “New Ways of Working” to the end of page 45. Think about how these predicted changes may affect your work life.

*If you have *Expanding Your Horizons: A Career Guide*, read pages 35–45 and think about how these changes could affect your life.

Activity 3.1A 1: Predictions 18 marks

Do the activity in your notebook.

1. How do you see the following affecting future jobs?
 - Technology
 - Globalization
 - Telework
2. List three predictions of your own—changes you expect to see happening in the next ten years.

To gain additional perspectives on the prediction of future trends, go to the following web site:

- *World Future Society* – <http://www.wfs.org/>

Lesson 3.1B

Identifying Trends



This lesson examines the impact of identifiable trends on future jobs and careers. It looks at the current move away from production of goods to offering of services, to an increase in high-tech industries, to an increase in related services, and to an increase to meet the demands of an ageing population.

Identifying Trends

It seems safe to say that certain identifiable trends are likely to ensure jobs in specific areas, even though it is impossible to predict specific career opportunities for the future, due to rapid changes in technology.

We know, for instance, that Canada has a large aging population. From this fact we can project that the increasing number of elderly are going to require health care specialists, and related services. If you are

interested in medicine, geriatrics might be a good bet. If you are mechanically minded, the design of mobility devices might be a lucrative area. If your aim is to become a financial expert, your niche may be in offering specialized pension and insurance plans.

As the number of retired people increases, they will have more time for leisure activities. Leisure activities and travel packages adapted to their needs are likely to find increased demand.

Another identifiable trend includes the move away from the production of goods to the offering of services. High-technology industries will require knowledgeable people to retail and service the ever-changing telecommunication and computer equipment. Biomedical experts who are able to keep up with advances in medical science and operate increasingly complex equipment will likely also have many opportunities.

For more information on Canada's changing job market, go to the following web sites:

- *BC Work Futures* – <http://www.workfutures.bc.ca>
- *Youth Options BC* – http://www.youth.gov.bc.ca/advedu/new_job_market.asp
- *Job Futures* – <http://www.hrdc-drhc.gc.ca/JobFutures/english/volume1/index.htm>

Activity 3.1B 1: People and Trends 6 marks

List 6 adults that you know in your notebook. Answer the following questions about each one of them.

1. How old is the person (approximately)?
2. What job or career is the person working in?
3. What trends affected that person's career?

Lesson Resources

BC Work Futures

URI: <http://www.workfutures.bc.ca>

Youth Options BC

URI: http://www.youth.gov.bc.ca/advedu/new_job_market.asp

Job Futures

URI: <http://www.hrdc-drhc.gc.ca/JobFutures/english/volume1/index.htm>