



Graduation Transition Plan

A successful Graduation Transition Plan will demonstrate to the reader that you have carefully researched your future goals, career plans, analysed your employability skills and developed a financial plan to achieve these goals. Your plan must include the following items:

- A cover page that includes:
 - *Title “Graduation Transition Plan”*
 - *Your name and student number*
 - *The date it was completed*
- The completed checklist attached to the front of your Transition Plan
- The Transition Plan itself

The completed report should be put inside a folder or duotang – **DO NOT USE A 3-RING BINDER – they are too hard to store.** Organize your report into the sections below so that during your Exit Interview in Grade 12 your interviewer can easily find your information.

- Career Research & Report
- Life Skills
- My Financial Plan
- Essential Documents
- Transition Plan Summary

Use 5 tabs with these titles



All responses must be **written in your own words.** Cutting and pasting is **plagiarism** and will **not** be tolerated.

Step 1a – Career Research & Report

You can use much of the work you did in Planning 10 in this section:

- Go to careercruising.com (username=burnaby, password=north) and complete the “Career Matchmaker” questionnaire – print the list of careers and **include the list in your assignment**. Highlight two careers from the list that interest you. Using the “Explore Careers” option in Career Cruising describe **EACH** career in your own words and include the following:
 - The working conditions
 - The earnings (pay) from entry to experienced level
 - The education / training necessary to enter the career
 - How someone might typically progress through his or her career
 - **WITHOUT TALKING ABOUT MONEY**, describe what it is about this job that interests you



Step 1b- Goals

In a short paragraph describe the educational, personal, and career goals you would like to achieve in the next:

- 5 years
- 10 years

Step 2 – Identify Your Life Skills

Successful transition from high school to the world of work or further education will require you have developed Fundamental, Personal Management, and Teamwork Skills. **Look at the list of skills listed in the Conference Board of Canada “Employability Skills 2000+” document-download from Transitions page.**



- Think about your school, team, community or work experience and identify two fundamental, two personal management and two teamwork skills that you possess. Give **one example** for each of these **six** identified skills.
- Again look at the list in the Employability Skills 2000 sheet and identify one fundamental, one personal, and one teamwork skill that you would like improve. Explain what steps you will take to improve or develop these skills



You're halfway there!

Step 3 – Financial Plan

Include a financial plan by following these instructions:



All students are to calculate the costs of attending a post-secondary institution. This will give you an appreciation for the costs involved in the event that you attend training next year or later in life.

Please calculate the total cost of a **four year** program. Please keep the following in mind:

- Tuition (make sure you go to the website of your post-secondary institution and get current costs)
- Student Fees (make sure you go to the website of your post-secondary institution and get current costs)
- Textbooks
- Food
- Rent
- Transportation (Gas, vehicle, transit pass)
- Entertainment
- Clothing
- Miscellaneous Costs (gifts, emergency fund)

After reviewing the costs of your education explain how you will fund your first few years after high school. Consider...jobs, savings, scholarships/grants/bursaries and parental contributions

Step 4 – Essential Documents

Include the following documents:

- An error-free resume
- A copy of an application form to a post-secondary school/training facility. Take a screenshot of the application page and paste it into your document (Alt/Print Screen)
- A cover letter for an entry-level job you could apply for after graduating Burnaby North



Step 5 - Transition Plan Summary

Write 100-200 words describing how this plan will help you transition into work and/or post-secondary education / training in the future.

You're almost done!

- Proof read your work. Correct spelling errors, fat-fingered typos and sentences that do not make sense.
- Put your plan together. Gather your title page, **completed checklist sheet** and the tabbed sections together and make the project look visually appealing.



Remember, your exit interviewer will be looking through your Transition Plan during your interview. Make it neat and easy to navigate.

Congratulations! You are finished.