

THESE ARE THE SKILLS YOU NEED

The nine skills described below are identified as “essential skills” through research and interviews with over 3000 Canadian workers. These skills are used to varying degrees in virtually all occupations; they are not the technical skills required by specific occupations. People in all types of jobs need to be able, for example, to read, solve problems and work well with others. They also need to develop such general skills for, not only in the work place, but also in everyday life and for lifelong learning.

READING TEXT: reading material in the form of sentences or paragraphs

DOCUMENT USE: tasks that involve a variety of information displays in which words, numbers, symbols and other visual characteristics (e.g. lines, colours and shapes) are given meaning by their spatial arrangement

NUMERACY: using numbers and thinking in quantitative terms to complete tasks

WRITING: writing text and writing in documents such as filling in forms, and non paper based writing such as typing on a computer

ORAL COMMUNICATION: using speech to give and exchange thoughts and information

WORKING WITH OTHERS: employees working with others to carry out their tasks

THINKING SKILLS: the process of evaluating ideas or information to reach a rational decision

COMPUTER USE: using different kinds of computer applications and other related technical tools

CONTINUOUS LEARNING: workers participating in an on going process of acquiring skills and knowledge

WORKPLACE SKILLS

TEAMWORK

INITIATIVE

RELIABILITY

ENTREPRENEURSHIP

CUSTOMER SERVICE

WHY CAREER PATHWAYS?

Why? Because ...

- Students need advanced training to succeed in the world of work.
- Business and industry are facing an aging workforce, rapid technological change, demands for new skills, high recruitment costs, and shortages of qualified employees.
- Jobs of the future will belong to people with skills, attitudes and behaviours that include: academic proficiencies, personal management skills, and teamwork qualities.

HOW DO STUDENTS BENEFIT?

Career Pathways:

- support enriched curriculum and high academic standards;
- increase student performance and academic achievement;
- prepare students to define career goals and make plans for their futures;
- prepare students for university, college, apprenticeship, and the workplace of the future.

WHAT IS A PATHWAY?

A **Pathway** is a combination of school courses, extra-curricular activities and other life experiences that lead a student towards a career area. Particular courses taken in sequence over four or five years give focus and direction to a student’s learning experience. Career clusters are groupings of careers with similar characteristics. The employment requirements for jobs within a cluster include a number of common interests and abilities.

WHICH PATHWAY MATCHES YOUR INTERESTS AND ABILITIES?

CAREER CLUSTER DESCRIPTIONS

Arts, Communications and Recreation

People attracted to careers in this pathway like to sketch, draw, paint, play musical instruments, write stories, poetry and music, sing, dance, act, take photos and be physically active. This career path includes programs related to the humanities and to the performing, visual, literary, and media arts and recreation. These include architecture, creative writing, film and cinema studies, fine arts, graphic design and production, journalism, foreign languages, radio and television broadcasting, advertising, public relations, coaching and instructors in recreation and sport.

Business, Finance, Sales and Service

People attracted to careers in this pathway like to influence, persuade, perform, lead, or manage to meet organizational goals for economic gain. They like to make decisions, meet people, initiate projects, give talks or speeches, organize activities or lead a group. Other people attracted to careers in this pathway like to work with data using clerical or numerical ability, carry out tasks in detail and follow through on others’ instructions. Programs may include entrepreneurship, sales, marketing, hospitality and tourism, computer/information systems, finance, accounting, personnel, economics, and management.

Health, Natural and Applied Sciences and Information Technologies

People attracted to careers in this pathway like to work with people. This career path includes programs related to the promotion of health as well as the treatment of injuries, conditions and diseases. These may include medicine, dentistry, nursing, therapy and rehabilitation, nutrition, fitness, and hygiene. They like to observe, learn, analyse, investigate, evaluate, or solve problems. They like to work independently, analyze data, do research, deal with abstractions, explore a variety of ideas, perform lab experiments, do complex calculations, and/or understand scientific methods and theories.

Social Science, Government and Human Services

People attracted to careers in this pathway like to work with people. This career path includes programs related to economic, political, and social systems. These programs may include education, law and legal studies, law enforcement, public administration, child and family services, religion, and social services.

Trade, Transport and Industrial Technologies

People attracted to careers in this pathway like to work with things. They like to work with their hands, with objects, machines, tools, plants, or animals. This career path includes programs related to the technologies necessary to design, develop, install, or maintain physical systems. These may include engineering and related technologies, mechanics and repair, manufacturing technology, precision production, electronics, construction, fisheries management and forestry.

MESSAGE TO STUDENTS AND PARENTS

The world of work is rapidly changing as existing jobs become more complex and new jobs demand increased levels of education.

“For their educational, social and career success in the twenty-first century, students will require effective work habits and the ability to make sound decisions, solve problems, plan effectively, work independently, communicate well, research, evaluate themselves realistically, and explore new educational and career opportunities.” (Source: Choices Into Action)

The selection of a career pathway is a cooperative effort involving students, parents, teachers, and guidance counsellors. Students should explore a career pathway that blends with their interests and abilities and leads to the achievement of personal, educational, social and career goals. Students should be encouraged to explore all available opportunities without being “locked into” a specific program of study.

These identified career pathways illustrate suggested models to career destinations. For further research, students should explore the following websites:

www.edu.on.ca/eng/career

www.tvo.org

www.careercruising.com (see **Guidance for passwords**)

www.hrdc-drhc.gc.ca/essentialskills

adapted from the District School Board of Niagara



COURSE SELECTION AND CAREER CLUSTERS FOR CEDARBRAE COLLEGIATE INSTITUTE



ARTS,
COMMUNICATIONS
AND RECREATION



BUSINESS,
FINANCE,
SALES AND
SERVICE



HEALTH,
NATURAL AND
APPLIED
SCIENCE
AND
INFORMATION
TECHNOLOGIES



SOCIAL
SCIENCES,
GOVERNMENT
AND HUMAN
SERVICES



TRADE,
TRANSPORT
AND
INDUSTRIAL
TECHNOLOGIES

COURSE SELECTION AND CAREER CLUSTERS

FOR CEDARBRAE COLLEGIATE INSTITUTE

ADDITIONAL COMPULSORY REQUIREMENTS

1 credit in English, or a Third Language, or Social Sciences and the Humanities or Canadian And World Studies
 1 credit in Healthy Active Living Education, or the Arts, or Business Studies
 1 credit in Science (Grade 11 or 12) or Technological Education (Grades 9 to 12)
 Ontario Literacy Requirements and 40 hours community service

GRADE 9 COMPULSORY COURSES	GRADE 10 COMPULSORY COURSES	GRADE 11 COMPULSORY COURSES	GRADE 12 COMPULSORY COURSES
English Mathematics Science Canadian Geography French Healthy Active Living Education Arts (Drama, Music, Visual)	English Mathematics Science Canadian History (.5) Career Studies (.5) Civics (.5)	English Mathematics	English

CAREER CLUSTER	ENTRY LEVEL/OR ON-THE-JOB TRAINING	COLLEGE AND APPRENTICESHIPS	UNIVERSITY	GRADE 9 SUGGESTED ELECTIVES	GRADE 10 SUGGESTED ELECTIVES	GRADE 11 SUGGESTED ELECTIVES	GRADE 12 SUGGESTED ELECTIVES
ARTS, COMMUNICATION AND RECREATION	Actors/Comedians/Disc Jockeys, Dancers Artisans/Crafts Persons Athletes Fashion Models Fitness Instructors' Assistants Garment Makers Library Assistants Musicians/Singers Photographers' Assistants Props Persons/Prompters Set Builders/Dressers Ski Lift Operators Theatre/Stage Technicians Video Camera Operators' Assistants Window Display Designers' Assistants	Actors, Media Announcers Athletes, Coaches, Referees Community Program Planners Costume Designers Fitness Instructors Golf Course Technicians, Golf Pros Graphic Artists/Animators/Illustrators Librarians, Museum Technicians Multimedia Designers/Illustrators Librarians, Museum Technicians Multimedia Designers/Illustrators Photographers, Graphic Artists, Animators Public Relations Officers Recreational Facilities Managers Set Designers Writers, Journalists	Actors Arts Managers Choreographers, Dancers Conductors, Composers, Arrangers Costume Designers Curators, Archivists Directors, Producers Graphic Artists/ Animators/Illustrators Librarians, Conservators Musicians, Singers Painters, Sculptors Public Relations Officers Recreational Facilities Managers Teachers Translators, Interpreters Writers, Editors, Journalists	Dramatic Arts Individual and Family Living Information and Communication Technology in Business Introduction to Business Integrated Technologies Learning Strategies Music (Instrumental/Vocal) Visual Arts/Special Art	Communication Technology Dramatic Arts Drama - Film and Video Food and Nutrition French Healthy Active Living Education Introduction to Business Music (Guitar, Instrumental, Music Theatre, Steel Band, Vocal) Spanish Technological Design Visual Arts/Special Art	Cooperative Education Communication Technology Dramatic Arts Drama - Film and Video Drama Technology English Media Entertainment Technology Fashion and Creative Expression French/Spanish Healthy Active Living Education, Fitness Living and Working with Children Music (Band Repertoire, Guitar, Instrumental Music Theatre, Steel Band, Vocal) Peer Tutoring Visual Arts/Special Arts Classes	Cooperative Education Communication Technology Dramatic Arts Drama - Film and Video Exercise Science Fashion Industry French/Spanish Healthy Active Living Media-Studies/Writer's Craft Modern Black Literature Studies Music (Band Repertoire, Guitar, Instrumental Music Theatre, Steel Band, Vocal) Recreation and Fitness Leadership Sports and Entertainment Marketing Visual Arts/Special Arts Classes
BUSINESS, FINANCE, SALES AND SERVICES	Airline Tickets/Cargo/Sales Clerks Bank Tellers Business Messengers/Letter Carriers Cashiers Cleaners, Janitors, Housekeepers Cooks Dry Cleaning and Laundry Workers Food and Beverage Servers, Dishwashers Hairstylists (A) Mail Room Clerks and Sorters Retail Salespersons Security Guards Shippers/Receivers Telephone Survey/Solicitation Operators	Appliance Service Technicians (A) Bookkeepers, Payroll Officers Chefs, Restaurant Managers (A) Conference and Event Planners Cooks, Bakers (A) Customer Service Representatives Human Resources Officers Insurance and Real Estate Agents Managers, Supervisors (all sectors) Police Officers and Firefighters Property Managers Retail Sales Persons Secretaries, Administrative Clerks Travel Agents	Accountants Conference and Event Planners Financial Auditors Investment Analysts Investment Dealers and Brokers Personnel and Recruitment Officers Public Relations Consultants Securities Agents Senior Managers, Supervisors Specialists in Human Resources Teachers	Dramatic Arts Conference and Event Planners Information and Communication Technology in Business Introduction to Business Integrated Technologies Learning Strategies Music (Instrumental/Vocal) Visual Arts/Special Art	Business Information Technology Communication Technology Computer and Information Science Food and Nutrition French Healthy Active Living Education Introduction to Business Spanish	Cooperative Education Communication Technology Computer and Information Science Entrepreneurship: The Venture Financial Accounting Fundamentals French/Spanish Individual and the Economy Information and Communication Technology: The Digital Environment Introduction to Anthropology/Psychology/Sociology Marketing Goods and Services Media Studies Travel and Tourism Understanding Canadian Law Visual Arts/Special Arts Classes	Analysing Current Economic Issues Business Leadership: Management Fundamentals Canadian and International Law Cooperative Education Communication Technology Computer and Information Science Entrepreneurship for the Electronic Age Financial Accounting Principles Financial Securities French/Spanish International Business Fundamentals Mathematics Sports and Entertainment Marketing Visual Arts/Special Arts Classes World Issues
HEALTH, NATURAL AND APPLIED SCIENCES AND INFORMATION TECHNOLOGY	Animal Care Workers and Pet Grooming/ Kennel Workers Computer Support Technicians Conservation Fishery Workers Dental Receptionists Funeral Assistants Health Care Aides Home Support Workers Nurse's Aides/Orderlies Personal Support Workers Water/Plant Workers	Biomedical Equipment Technicians Computer and Information Systems Professionals Dental Hygienists and Technologists Engineering Technicians/Technologists Environmental Consultants Funeral Directors Health and Safety Inspectors Horticulturalists (A) IT Support Analysts (A) Massage Therapists Paramedics Sports Injury Managers Veterinarian Technicians	Architects, Urban Planners and Land Surveyors Audiologists, Physical and Occupational Therapists Biologists, Foresters, Agriculturists Computer and Information Systems Professionals Coroners Engineers Health and Safety Inspectors Mathematicians, Statisticians Nurse Supervisors and Registered Nurses Optometrists/Chiropractors Pharmacists, Dietitians and Nutritionists Physicians, Dentists and Veterinarians Physicists, Astronomers, Chemists, Geologists Teachers	Dramatic Arts Individual and Family Living Information and Communication Technology in Business Introduction to Business Integrated Technologies Learning Strategies Music (Instrumental/Vocal) Visual Arts/Special Art	Business Information Technology Communication Technology Computer and Information Science Food and Nutrition Healthy Active Living Education Technological Design	Communication Technology Computer and Information Science Computers in Art (Special Art Program) Cooperative Education Healthy Active Living Education Information and Communication Technology: The Digital Environment Information Design (Special Art Program) Introduction to Anthropology, Psychology and Sociology Personal and Fitness Activities (Weight Training) Physics, Chemistry, Biology - Science Technological Design	Challenge and Change in Society Communication Technology Computer and Information Science Cooperative Education Entrepreneurship for the Electronic Age Exercise Science Food and Nutrition Science Healthy Active Living Information Design (Special Art Program) Mathematics Physics, Chemistry, Biology - Science Recreation and Fitness Leadership Technological Design
SOCIAL SCIENCES, GOVERNMENT AND HUMAN SERVICES	Drop-in Centre Workers Elections Officers/Workers File Clerks Government Couriers/Messengers Military Recruits Nannies or Babysitters Office Receptionists Religious Occupations Security Guards Women's Shelter Workers (Cleaners, Cooks)	Aboriginal Outreach Workers Community Service Workers Correctional Workers Customs and Immigration Officers Early Childhood Educators (A) Human Resources Specialists Immigration Workers Military Recruits Paralegals Police Officers Religious Occupations Social Service Workers Child and Youth Workers(A)	College and Other Vocational Instructors Economists, Economic Development Officers, Social Policy Researchers Educational Administrators Forensic Scientists/Lawyers Judges, Lawyers Military Officers Police Supervisors/Detectives Other Social Science Researchers, Consultants and Program Officers Psychologists, Social Workers, Counsellors, Clergy and Probation Officers Religious Occupations Secondary and Elementary School Teachers and Educational Counsellors University Professors	Dramatic Arts Individual and Family Living Information and Communication Technology in Business Introduction to Business Integrated Technologies Learning Strategies Music (Instrumental/Vocal) Visual Arts/Special Art	Communication Technology Dramatic Arts Food and Nutrition French Healthy Active Living Education Spanish Technological Design	Cooperative Education French/Spanish Geographer's Toolkit Healthy Active Living Education Individual and the Economy Introduction to Anthropology, Psychology and Sociology Living and Working with Children Managing Personal and Family Resources Media Studies Parenting Peer Tutoring Travel and Tourism Understanding Canadian Law World History to the 16th Century World Religions	Analyzing Current Economic Issues Canada: History, Identity and Culture Canadian and International Law Canadian and World Politics Challenge and Change in Society Cooperative Education French/Spanish Healthy Active Living Education Individuals and Families in a Diverse Society Media, Writer's Craft Modern Black Literature Studies Philosophy Recreation and Fitness Leadership World History: the West and the World World Issues
TRADES, TRANSPORT AND INDUSTRIAL TECHNOLOGIES	Cable Television Service and Maintenance Technicians Carpet Installers Construction Trades Helpers and Labourers Foundry Furnace Workers Industrial Butchers, Meat Cutters and Poultry Preparers Labourers in Processing and Manufacturing Logging and Forestry Labourers Mechanical/Electrical Assemblers Motor Vehicle and Transit Drivers Oil and Gas Drilling Workers Set Building Assistants Shippers/Receivers	Air Traffic Controllers Automotive Service Technicians (A) Construction Engineering Technologists Electricians (A) Industrial Instrumentation Technicians Lighting Designers Logging and Forestry Supervisors Machinery and Transportation Equipment Mechanics (A) Machinists, Welders (A) Plumbers, Pipe Fitters and Gas Fitters (A) Refrigeration and Air Conditioning Mechanics (A) Set Builders Transportation (Logistics) Supervisors	Airport Managers Distribution Managers Logistics Managers Plant Managers Primary Industry Managers (Mining, Fisheries, Forestry, Agriculture) Railway Managers Teachers Transit Managers Warehouse Managers	Dramatic Arts Individual and Family Living Information and Communication Technology in Business Introduction to Business Integrated Technologies Learning Strategies Music (Instrumental/Vocal) Visual Arts/Special Art	Communication Technology Computer and Information Science Construction Technology Healthy Active Living Education Introduction to Business Manufacturing Technology Technological Design Transportation Technology Visual Arts/Special Art	Auto Operators Automotive Technology (single and double credit) CITI Motive (with Centennial College) Communication Technology Computer and Information Science Cooperative Education Construction Technology (Woodworking) Electricity Entertainment Technology Healthy Active Living Education Manufacturing Technology Physics, Chemistry - Science Technological Design Visual Arts/Special Art	Auto Operators Automotive Technology (single and double credit) CITI Motive (with Centennial College) Communication Technology Computer and Information Science Cooperative Education Construction Technology Electricity Healthy Active Living Mathematics Physics, Chemistry - Science Technological Design Visual Arts/Special Art

(A) = APPRENTICESHIP

MANY PATHWAYS EXIST LINKING COLLEGE AND UNIVERSITY