WHAT'S NEXT?

YOUR GUIDE TO EDUCATION AND

CAREER/LIFE PLANNING IN ONTARIO
We would like to acknowledge the organizations, guardians, and students that have contributed to the development of this document. The material in this guide has been shaped by their feedback, experiences, and expertise. Thank you.

The Ontario School Counsellors’ Association (OSCA) and the Higher Education Quality Council of Ontario (HEQCO) would like to acknowledge the integral role of the University of Toronto Mississauga (UTM) in the creation of What’s Next: Your Guide to Education and Career/Life Planning in Ontario. This guide was inspired by UTM’s University Preparation for Parents (StepUP) program, which was created to help parents/guardians of first-generation students better understand Ontario’s postsecondary system. StepUP was originally funded by the First Generation Pilot Project offered through the Ontario Ministry of Training, Colleges and Universities (MTO). UTM has made a concerted effort to ensure that parents/guardians and students are well-informed about all of the pathways and resources in higher education. What’s Next has become the next step in the evolution of this idea, bringing together stakeholders from across educational fields to provide a comprehensive resource for mapping out pathway opportunities for Ontario high school students and their families.

In particular, we would like to acknowledge the central role of UTM’s Associate Registrar, Lorretta Neerar, who developed and directed the original StepUP program at UTM, and also served as the project advisor and one of the main driving forces for the What’s Next guide.

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Aussi disponible en français sous le titre: "<Quoi de neuf?: Le guide aux options après l’École secondaire>"

Goodfellow, A.
What’s Next: Your Guide to Education and Career/Life Planning in Ontario

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Where do I start?

In Ontario, the new Education and Career/Life Planning program has been designed to assist students in developing the knowledge and skills required to make informed career/life choices. Reaching this destination may take many different paths: apprenticeship training, career college, college, community living, a gap year, university, or the workplace. No matter what pathway is chosen, a student’s success is determined by what they know about themselves, what they view as their opportunities, their goals for the future, and outlining a clear path to reach those goals.

How can parents/guardians support student success?

During secondary school, parents, and guardians have a big influence on their child’s decisions about education, training, and career choices. That’s why it’s important that parents and guardians — just as much as students — understand the career/life planning process and have all the information and resources they need to support their child during this time of transition.

What is the purpose of the guide?

This guide provides practical information to:
- Inspire students to reflect on their ideas and values to direct their own personalized path.
- Set a framework for parents/guardians to have meaningful discussions with their child about their future.
- Explore the wide variety of opportunities available to students after secondary school.
- Help students establish their expectations and set goals for the future to create their personal profile based on a variety of factors (such as classroom activities and volunteer experiences).
- Develop a yearly and monthly plan to enable students to achieve their goals.

What are students learning about in the Education and Career/Life Planning curriculum?

In secondary schools across Ontario, the Education and Career/Life Planning program motivates students to think critically when it comes to what they know about themselves, what their goals are, what kinds of opportunities support their goals, and how to achieve those goals.

Students will be developing and reassessing their Individual Pathway Plan (IPP) twice a year with their guidance counselors and teachers. The IPP is the primary planning tool that engages students to think about who they are (e.g., skills, interests, strengths), the opportunities available to them, and how to set and develop plans to achieve their goals. It’s important to remember that a student’s plan will vary over time; as they change, and as the world around them changes.

1 Please consult your Student Success Team to explore Community Living opportunities after secondary school.

How do I use this guide?

This guide is built upon four Education and Career/Life Planning inquiry questions in order to engage parents/guardians in a meaningful conversation with their child about their future, and the options available to them. The four questions are: Who am I? What are my opportunities? Who do I want to become? What is my plan for achieving my goals?

Students acquire the knowledge and skills of education and career/life planning as they develop personally meaningful answers to these four inquiry questions. Take your time when thinking about them. The answers might change over time or after some research, just know that these changes are a normal part of the process.

Online resources are provided within this guide, both as links throughout the document, and in the Resources section (page 44).
Who Am I?

Success is a mixture of skills, competence, luck and hard work: with a bit of effort, I believe the world can be at our feet.

Julie Payette
Canadian astronaut and first Canadian woman to board the International Space Station

Meaningful Discussion

Using these questions as a starting point, parents/guardians can discuss with their child what really matters to them, and why. There are no right or wrong answers.

Not sure how to answer a question? Find out more using the resources listed, or by visiting the Resources section.

Learning

**Question**

- What subjects do you enjoy the most? What subjects do you dislike the most? What subjects are you most successful at? What subjects are you least successful at? Why?
- What learning activities do you enjoy the most? Do you prefer essays, research, media projects, group projects, etc.? Why?
- What sort of learning style do you prefer? Does anything help you learn best (e.g., hands-on, reading, written examples, visual, etc.)?
- What skills and interests do you most want to maintain after secondary school?
- Do you plan to take a gap year (i.e., time spent exploring personal and professional options between educational programs)? What do you hope to achieve during this experience?

**Resources**

Conversations with teachers and guidance counsellors, Individual Pathway Plan, co-op experience, self-assessment quiz, report card, "Skill Zone"

Individual Pathway Plan, personal reflection, conversations with teachers and guidance counsellors, teacher feedback, report card, "myBlueprint"

Individual Pathway Plan, Learning Style assessment

Individual Pathway Plan, personal reflection, experiential learning

Ontario School Counselors' Association's "Gap Year" resource

Work

**Question**

- Are there fields of interest that appeal to you? What about them do you like/dislike? What kinds of things do you see yourself doing in the future?
- Who do you know that works in an area you think you would enjoy? Who can you interview to find out more about this area of work?
- What work, internship, co-op, and volunteer placement opportunities are available through secondary school? What do you like/dislike about these experiences?
- Do you plan to enter directly into the workplace after secondary school, or complete a postsecondary credential first?
- If you plan to complete a postsecondary credential, do you plan to work or volunteer during this program?

**Resources**

- Career Cruising, "myBlueprint", "Job Bank",
- "Made with the Trades", "Working in Canada"
- "National Occupational Classification" Individual Pathway Plan
- "Working in Canada", "Job Bank" personal conversations

Financial

**Question**

- Is it possible for you to live at home after secondary school? What will your living expenses be? What are the costs for each option you’re considering?
- Do you have the financial means to live away from home?
- Is there a savings account or Registered Education Savings Plan (RESP) available to you? How should this money be spent?
- Are you eligible for financial assistance and other financial opportunities through the Ontario Student Assistance Program (OSAP)? Are you eligible for 30% of Ontario tuition?
- Which scholarships, grants, and bursaries can you receive from the school, provincial government, federal government, or private postsecondary institutions?
- Are you eligible for additional financial support?
- Which financial institutions offer student loans?

**Resources**

- "Budget Calculator"
- Contact your financial institution
- Assessment based upon financial discussion with parents/guardians, guidance counsellors, and teachers
- "Registered Education Saving Plan" conversations with family and trusted individuals
- "OSAP"
- "CanLearn"
- "Student Awards"
- Parents/guardians’ workplaces, your workplace, religious groups, charitable organizations
- Additional financial support is available: "A-Z List of Aid in Ontario"
- Contact your financial institution

Social

**Question**

- Do you want to live at home or elsewhere after secondary school? Do you see yourself living in a city or a rural area? Is having your own room important, or would you like to have a roommate? Why?
- What sort of recreational activities do you see yourself participating in after secondary school (e.g., cultural activities, sports, social clubs, etc.)?

**Resources**

Personal reflection, conversations with family and trusted individuals

Personal reflection, conversations with family and trusted individuals
My Student Profile

With this profile, students and their parents/guardians can discover how to derive valuable information and experiences from secondary school and use them to build a future. In the end, this information can help shape important decisions for students about their educational and career/life pathways.

Personal Information

Grade: 

Number of Credits Accumulated: 

Sources of Information

- Individual Pathway Plan (IPP)
- Individual Education Plan (IEP)*
- Extra-curricular experience
- Education Quality and Accountability Office (EQAO) score
- Report card feedback
- Cooperative education
- Self-assessment quizzes
- Experiential learning opportunities (e.g. job shadowing, job training etc.
- Volunteer opportunities
- Guidance counselor conversations
- Teacher conversations
- Employment experiences
- Conversations with family members and trusted individuals
- Specialist High Skills Major (SHSM) or Dual Credit
- Ontario Youth Apprenticeship Programs (OYAP)
- Community involvement

Available Online Resources

- Skills Zone
- myBlueprint
- Essential Skills
- Career Cruising
- Specialist High Skills Major (SHSM)
- Ontario Youth Apprenticeship Program (OYAP)

*Individual Education Plan (IEP): a written plan describing the special education program and/or services required by a particular student (Ministry of Education website, 2013)

Create your Student Profile:

Learning Style

(e.g. Visual, like to use graphs and videos)

Strengths

(e.g. Athletics, working with children, creativity, arts, working with my hands, construction)

Skills

(e.g. Problem solving, writing, editing, time management, leadership, cooking)

Values

(e.g. Be able to structure my own schedule/work, cultural or religious accommodation)

Interests

(e.g. Music, fine art, woodworking, creating experiments, sports, green initiatives)

Accomplishments

(e.g. Volunteer certificate at senior’s home, dance club at school, travelled to Kenya, math award)
What Are My Opportunities?

- Pathway Options
- Postsecondary Credentials
- Pathways to Apprenticeship
- Pathways to Career Colleges, Colleges, and Universities
- Mapping Your Future: Publicly Funded Career Colleges, Colleges, and Universities in Ontario
- Gap Year Option
- Pathways to the workplace and Entrepreneurship

"Leave the beaten track behind occasionally and dive into the woods. Every time you do you will be certain to find something you have never seen before."

Alexander Graham Bell
Inventor of the first practical telephone
Pathway Options

There are many pathways to a student’s success, and many options available after secondary school. Some students might have a clear sense of their path, while others may be more uncertain, or might change their minds (and that’s okay).

Apprenticeship
Apprenticeships provide classroom instruction and on-the-job skills training by a skilled tradesperson.

Career College
These privately funded postsecondary institutions provide individuals with specific job skills to join the workforce, and opportunities to enhance their practical skills.

College
Publicly funded colleges combine theory and practice to provide students with hands-on experience and learning that is career-specific and responsive to labour market needs.

Gap Year
A period of time before, during, or after postsecondary education to reflect and explore pathway options through travel, work, or volunteer experiences.

University
Publicly funded universities provide conceptual and field-specific knowledge. Additionally, they offer graduate programs that provide advanced analytical and research skills.

Workplace or Entrepreneurship
Directly entering the workplace environment from secondary school involves exploring labour market opportunities that may require a secondary school diploma. This opportunity may include part-time, full-time, contract, or self-employment.
### Postsecondary Credentials

In Ontario, many schools now offer a range of postsecondary credentials, from trade certifications and diplomas, to degrees and certificates. Some important things to remember:

- Some institutions may have additional requirements specific to their program.
- You typically need a high school diploma to attend any postsecondary institution in Ontario. However, if you are 19 or older, you may be able to apply as a mature applicant without a diploma.

Considering a professional occupation such as a teacher, doctor, lawyer, or pharmacist? Some programs require undergraduate credentials, while others have undergraduate entry available. Depending on the program, there may be a standardized aptitude test or additional admission requirements. Check with your guidance counselor to learn more.

This table was inspired by the Ontario Qualifications Framework (OQF) and the Ontario Council on Articulation Transfers. [www.ontario.edu/oqf/programs/loft](http://www.ontario.edu/oqf/programs/loft)

<table>
<thead>
<tr>
<th>Credential</th>
<th>Institution</th>
<th>Admission Standards</th>
<th>Typical Duration</th>
<th>Offerings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apprenticeship: Essential skills and knowledge for a skilled trade. Learning occurs in the classroom and on the job, under the direction of more experienced workers</td>
<td>Ontario Youth Apprenticeship Program (OYAP) with the Ministry of Training, Colleges and Universities</td>
<td>OYAP: Full-time Grade 11 and 12 students who are at least 16 years old; College programs: Ontario Secondary School Diploma, OR mature status</td>
<td>2-5 years (depending on the trade or occupation) &amp; Complete classroom instruction and on-the-job skill training</td>
<td>Apprentices are paid employees in training &amp; Earn a salary as an employee</td>
</tr>
<tr>
<td>Certificate: Essential skills and practical knowledge for entry-level employment in a specific occupation, or a limited range of occupations</td>
<td>Colleges: Career Colleges</td>
<td>Ontario Secondary School Diploma with C, M, or U credits OR equivalent OR mature status</td>
<td>Typically 1 year, often shorter &amp; May provide preparation for diploma and advanced diploma programs</td>
<td></td>
</tr>
<tr>
<td>Degree: Broad understanding and some detailed knowledge within one or more disciplines or majors</td>
<td>Universities</td>
<td>Ontario Secondary School Diploma with 6 Grade 12 M or U credits, OR equivalent</td>
<td>Degree: 3 years &amp; Degree: Honours Degree: 4 years &amp; Provides entry requirements for professional degrees &amp; Required for some professional designations</td>
<td></td>
</tr>
<tr>
<td>Degree and Diploma/Certificate: Collaborative programs between universities and colleges that offer both a degree and diploma certificate, or transferring opportunities between institutions in a select number of disciplines</td>
<td>Participating Universities and Colleges</td>
<td>Ontario Secondary School Diploma with 6 Grade 12 M or U credits, OR equivalent</td>
<td>Varies &amp; Provides entry requirements for professions/advanced degrees &amp; May include paid or unpaid work experience</td>
<td></td>
</tr>
<tr>
<td>Diploma: Essential employability skills, conceptual knowledge, and occupational or technical skills required for employment in a range of occupations</td>
<td>Colleges: Career Colleges</td>
<td>Ontario Secondary School Diploma with C, M, or U credits OR equivalent OR mature status</td>
<td>Diplomas: 2 years &amp; Advanced Diplomas: 3 years &amp; May offer compressed or accelerated format for university graduates</td>
<td>May include paid or unpaid work experience</td>
</tr>
</tbody>
</table>
Pathways to Apprenticeship

There are hundreds of careers that offer apprenticeship training. Discover the varied sectors/types of work available through these five steps to be taken when exploring apprenticeship pathways.

1. Do some research

Consider the various interests, opportunities, benefits, processes, and requirements by asking:
- What is an apprenticeship/trade? What are the benefits? Why should I pursue a career in the skilled trades?
- What industry/sector/trade interests me? What are the major sectors? What does a “day in the life” look like?
- What are the scopes of practice? What does the trade really involve?
- What information do I need to understand the requirements/processes? Are there any pre-requisite courses? Are there academic minimums or practical realities of the trade that influence eligibility? How long will certification take?

Use these informational links to learn more. You can also consult your Guidance Counselor, Co-op Educator, or the Employment Ontario Hotline at 1-800-387-9656.

The Four Sectors:

- Ontario Construction Secretariat
- Ministry of Training, Colleges, & Universities
- Careers in Civil Construction
- Tradeability
- Made with the Trade
- Apprentice Search

Construction (42 Trades)
- e.g. Pointer & Decorator, Sheet Metal Worker, Sprinkler & Fire Protection Installer, etc.

Motive Power (21 Trades)
- e.g. Auto Body Repairer, Heavy Duty Equipment Technician, Marine Engine Technician, etc.

Industrial (54 Trades)
- e.g. Welder, Instrumentation & Control Technician, Industrial Mechanic Millwright, etc.

Service (39 Trades)
- e.g. Hair Stylist, Arborist, Chef, Child Development Practitioner, etc.

2. Select an educational path

Apprenticeship and careers in the skilled trades can be initiated through different educational paths. Choose the one that's best for you. Speak to your Co-op Teacher or Guidance Counselor for more information.

* Remember Entrance Requirements

Academic minimums apply for both Grade 10 and 12 requirements. Some institutions may also set trade requirements above and beyond the legislated minimums, as well as instituting specific course requirements within their own eligibility criteria. Make sure you meet all necessary trade requirements, and are prepared for what's to come!

3. Know your financial incentives

There are several financial incentives currently available to support the completion of an apprenticeship pathway. Contact Employment Ontario at 1-800-387-9656 to learn more.

- Loan for Tools
- Support for employers/sponsors is also available:
- Apprenticeship Job Creation Tax Credit
  - Apprenticeship Training Tax Credit, Employer Bonus, Apprenticeship Employer Signing Bonus, etc.
- Apprenticeship Scholarship: $1,000
- Support for non-Employment Insurance Eligible Apprentices during in-school training: Up to $1,500
- Apprenticeship Completion Bonus in Non–Red Seal Trades: $2,000
- Apprenticeship Incentive Grant for Red Seal Trade Programs: $1,000
- Apprenticeship Completion Grant for Red Seal Trade Program: $2,000

4. Learn and progress through your apprenticeship

Apprenticeship is a postsecondary education. Remember to take your time and progress through the two key elements of the apprenticeship:

1. In-school requirements
2. On-the-job requirements

Whether you’re in high school, college, or actively part of the apprenticeship process, there is always someone there to help guide you. Look to your co-op teachers and guidance counselors for support, or contact your Employment Ontario Hotline at 1-800-387-9656.

5. Complete your certification

Certificate of Qualification:
Complete the Provincial or Red Seal qualification exam with a minimum of 70%. In some trades this is not compulsory, but many employers require it. For trades without an exam, completion of your CoA makes you eligible for a CoG with your College Membership. Join the College of Traders as an certified Journeyman.

Certificate of Apprenticeship:
Submit your completed Apprenticeship Training Standard to your Employment and Training Consultant at the Ministry of Training, Colleges and Universities. The Ministry will also verify the completion of your in-school requirements.
Pathways to Career Colleges, Colleges, and Universities

The following four steps outline how to apply to a career college, college, or university.

1. Research program options

Use the keywords from your Student Profile (page 10) to find programs that match your academic interests.

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<tr>
<th>Career Colleges in Ontario</th>
<th>Individual websites, <a href="#">Private Career College Search</a></th>
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</thead>
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<td><a href="#">Colleges Ontario</a></td>
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<tr>
<td>Universities in Ontario</td>
<td><a href="#">eINFO</a></td>
</tr>
</tbody>
</table>

2. Get the details

In addition to consulting the resources above (or on page 44), you can find further details through these sources.

- School websites
- Campus tours
- Academic calendars

3. Compare your options

Use the Pathway Profile (page 38) to review important information about each program you are considering.

- Guidance Counsellors & Educators
- Past students & online student portals
- Fairs/Informational sessions

4. Apply

Submit your application(s) through the appropriate channels based on your chosen pathway. See the Month-by-Month breakdown (page 47) for important deadline dates.

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<th>Career Colleges:</th>
<th>Individual websites, <a href="#">Private Career College Search</a></th>
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<tbody>
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<td>Colleges:</td>
<td><a href="#">Colleges Ontario</a></td>
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<tr>
<td>Universities:</td>
<td><a href="#">Ontario Universities’ Application Centre (OUAC)</a></td>
</tr>
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</table>

Online Learning

Online learning (also known as distance education) can be an alternative to attending on-campus classes on a regular basis. Ontario offers certificates, diplomas, and degree courses online, with 18,000 courses and 1,000 online and distance education programs.

Visit [Ontario Learn](#), [Contact North](#), or [Canadian Virtual University](#)

[Private Postsecondary Institutions](#)

Private postsecondary institutions are given partial degree-granting authority.

[Aboriginal Programs and Institutions](#)

There are many Aboriginal institutes that partner with colleges and universities to offer degree programs, apprenticeship programs, certificate programs, and diplomas in Canada.

[French-Language Programs and Postsecondary Institutions](#)

There are two publicly funded French-language colleges, and nine French-language and bilingual schools offering university programs.

**REMEMBER**

Learning is an ongoing process. Students might want to transfer between pathways or decide to get more credentials later on. See [ONTransfer](#) for more details.

**KNOW YOUR OPTIONS!**

- Start your research early to ensure that you are taking the right courses in Grade 11 and 12 to meet admission requirements.
- Use keywords in your search since specific program names can vary widely.
- Remember: Similar programs may have different names, and programs with similar names might be different!
- Examine the admission requirements carefully to see if you meet them.
- Make note of supplementary requirements like portfolios, written profiles, interviews, auditions, etc.
- Make note of deadlines, especially for supplementary documentation.
Mapping Your Future: A Visual Guide to Publicly Funded Colleges and Universities in Ontario

- University
- Highway (400 Series)
- College
- Trans Canada Highway

**REMEMBER**

Live far from a potential school or workplace? Visit their website for a virtual tour, or plan to travel during non-school days such as March Break.

* Match number on map to corresponding item in our list of universities and colleges (see next page)
** Map is not to scale and locations are approximate. Please consult institution website for exact location and directions.
*** Collaborative programs between universities and colleges may not appear on map. Please consult institution for further details.
<table>
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<th>Southern Ontario</th>
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<td>Algoma University at St. Thomas</td>
<td>Algoma University at Brampton</td>
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<tr>
<td>Algoma University at Timmins</td>
<td>Algoma University - Parth Campus</td>
<td>Brock University</td>
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<td>Cambrian College - Espanola Campus</td>
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<td>Cambrian College - Maniwaki Campus</td>
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<td>Cambrian College of Applied Arts and Technology</td>
<td>Carleton University - Pembroke Campus</td>
<td>Carleton University - Ottawa Campus</td>
<td>Centennial College - Midland Campus</td>
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<tr>
<td>Cambrian College - Aviation Campus</td>
<td>Carleton University - Ottawa Campus</td>
<td>Carleton University - Ottawa Campus</td>
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<td>Cambrian College - Commerce Court Campus</td>
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<td>Cambrian College - Downtown Office</td>
<td>Carleton University - Ottawa Campus</td>
<td>Carleton University - Ottawa Campus</td>
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<td>Carleton University - Ottawa Campus</td>
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<td>College Boréal - Hearst Campus</td>
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<td>Conrad Grelk School (affiliated of the University of Waterloo)</td>
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<td>Carleton University - Ottawa Campus</td>
<td>George Brown College - Casa Loma Campus</td>
<td>Fanshawe College Institute of Technology and Advanced Learning</td>
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<td>Laurentian University - Hearst Campus</td>
<td>Carleton University - Ottawa Campus</td>
<td>George Brown College - Casa Loma Campus</td>
<td>Fanshawe College Institute of Technology and Advanced Learning</td>
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<td>Carleton University - Ottawa Campus</td>
<td>George Brown College - Casa Loma Campus</td>
<td>Fanshawe College Institute of Technology and Advanced Learning</td>
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<td>Northern College - Timmins Campus</td>
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<td>George Brown College - Casa Loma Campus</td>
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<td>George Brown College - Casa Loma Campus</td>
<td>Fanshawe College Institute of Technology and Advanced Learning</td>
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<td>University of Waterloo</td>
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<td>Western University</td>
<td>Carleton University - Ottawa Campus</td>
<td>George Brown College - Casa Loma Campus</td>
<td>Fanshawe College Institute of Technology and Advanced Learning</td>
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<td>Wilfrid Laurier University</td>
<td>Carleton University - Ottawa Campus</td>
<td>George Brown College - Casa Loma Campus</td>
<td>Fanshawe College Institute of Technology and Advanced Learning</td>
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<td>Wilfrid Laurier University - Brantford Campus</td>
<td>Carleton University - Ottawa Campus</td>
<td>George Brown College - Casa Loma Campus</td>
<td>Fanshawe College Institute of Technology and Advanced Learning</td>
</tr>
</tbody>
</table>

**Note:** The table above provides a list of colleges and universities in Ontario, categorized by region, with links to their respective campuses and affiliated institutions.
Gap Year Option

Popularized in Australia and the UK, this is a period of time — either before, during, or after postsecondary — during which a student explores career and personal interests through work, volunteering, and/or travel. Some of the most prestigious schools in North America encourage it.

What do you want out of this year?

Check the ones that reflect your goals.

- Connect with a new network of people
- Develop and/or improve skill sets
- Explore new occupational fields
- Enhance résumé
- Discover and travel to new communities
- Gain self-confidence
- Gain independence
- Enhance emotional intelligence
- Understand global communities
- Determine next pathway
- Reflect on my life and privilege

Available Online Resources

See the Resources section (page 44) for further information.

- Volunteer Canada
- Canadian International Development Agency (CIDA): Youth Zone
- Young Canada Works
- CSV International
- Exchanges Canada
- International Experience Canada
- My Gap Year

My Goals for the Year

What are my opportunities? Speak with your guidance counsellor or mentor to explore various options that might fit your personal/career goals.

Work

Travel

Volunteer

Skill Development

Funding My Gap Year

Estimated Costs

(e.g., Travel costs, living expenses)

Estimated Funds

(e.g., Income opportunities, savings)

Remember:

Some postsecondary schools/programs will allow you to defer your admission. Make sure to read program criteria (e.g., scholarships) carefully as a gap year might influence your eligibility. Contact potential schools/programs to learn more.
Pathways to the Workplace or Entrepreneurship

The pathway to work is different for everyone. Some students might enter directly from secondary school, whereas others might work or volunteer part-time while pursuing a credential. Speak with your secondary school guidance counsellor, potential post-secondary school’s Career Services representatives, or your Employment Ontario branch to learn more.

Work-Ready Checklist

Check the ones you use:

- Résumé and Cover letter
- Employment mentor
- Social Insurance Number (SIN)
- Networking skills
- Mock Interview
- Job Search Tools (e.g., web search)
- Experience: Volunteer, co-op, internship, apprenticeship, paid work

Youth Employment Services

These services assist youth in their transition to the workplace with résumé writing, job search, interview preparations and more. See the Resources section (page 44) for further information.

- Youth Connect
- MyJobBuilder
- First Work
- Service Ontario Job Bank: Students Only
- Canadian Forces

Youth Entrepreneurship Services

See the Resources section for further information.

- One Source
- Canadian Youth Business Foundation
- Ontario Global Edge
- Canada Business Ontario
- Social and Enterprise Development Innovations
- Ministry of Economic Development, Trade and Employment
- Youth Entrepreneurship Partnerships
- Canada Revenue Agency

10 Personality Traits of an Entrepreneur

According to the Ministry of Economic Development, Trade and Employment, here are the top 10 personality traits of an entrepreneur.

- Self-confident
- Independent and self-motivated
- Ambitious
- Self-disciplined and organized
- Realistic
- Resourceful
- Flexible
- Thorough
- Hardworking and committed
- Determined and persistent

Summer and Postsecondary Employment Opportunities

See the Resources for further information.

General

- Summer Jobs
- Summer Camps

Government Opportunities

- Ontario Summer Employment Programs
- Ontario Summer Job Service
- Canada Summer Jobs

Student Summer Business

- Summer Company

Internships

- Career Edge
- Youth Canada Works
- Ontario Internship Program

REMINDER

Work-Study programs & Co-op programs: Explore the career services available on campus for job, volunteer, and internship postings. Remember, recruitment for opportunities typically occurs a few months before the intended start date.

Learn more about finances for new graduates:

- Cost of My Future
- The Debt Free Graduate by author Murray Baker
Who Do I Want to Become?

- What’s Available in My Pathway?
- My Must-Have List

“I just wish people would realize that anything is possible if you try. Dreams are made if people try.

*Jerry Fox*

Humanitarian and cancer research activist
What’s Available in My Pathway?

The services provided to students and new employees can vary greatly. If they aren’t provided, they can be supplemented by governmental/private services in the community. Here are just a few examples of what can be offered:

**Recreational Services**
- Clubs: Personal internal groups, social/political activities, sports teams, drop-in classes, course/program unions.
- Athletic Services: Health facilities (e.g., gym, pool, courts), childcare programs, varsity (highly competitive) and intramural (recreational) sports teams, drop-in and fitness classes.
- Positive Space Campaigns: Sexual and gender diversity resources, programs, and events.

**Learning Services**
- Disability Services: Assessment and accommodation support (e.g., ergonomic, test/exams, note taking), financial resources, etc. In employment settings, these services are available through the Human Resources department.
- Libraries*: Hard copy and online resources, research help, computer labs, learning commons.
- Academic Centres*: Studying and writing workshops, learning strategies, tutoring, in-person/online resources.
- Technology Labs*: Many schools offer electronic tools and resources.

* These services are typically found at educational institutions.

**Career Planning**
- Professional Development and Career Services: Workshops, mentorship, job shadowing/coaching programs.
- Leadership Development: Extra and co-curricular activities.

**Personal Care**
- Housing: On and off-campus or workplace residences.
- Health Services: Health and dental plans, counseling, psychological services, health promotion programs, workshops, and resources.

**REMEMBER!**
- Do your homework on potential schools/workplaces!
- Social Media: Learn about your potential school or workplace through media outlets like Twitter, Facebook, blogs, and portals.
- Get Involved: Many campuses have summer, school year, or March Break programs available to secondary students.
- Take a Tour: Visit the website or call to find out more about campus tours. Not sure where to find this information? Speak with your guidance counselor.
- Ask for an Informational Interview: Contact your employer before you apply.
# My Must-Have List

With so many options out there, finding the ‘right’ one can be challenging for any student. It’s important to set priorities about what sort of learning, social, financial, and career expectations are held.

## Learning

For each category, check its priority level.

<table>
<thead>
<tr>
<th>Category</th>
<th>Not Necessary</th>
<th>Nice to Have</th>
<th>Must-Have</th>
</tr>
</thead>
<tbody>
<tr>
<td>Links to my learning style</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flexibility in education/career path changes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disability services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library resources</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology labs</td>
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<td></td>
<td></td>
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<tr>
<td>Personal interest</td>
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<tr>
<td>Academic services (e.g., writing centre)</td>
<td></td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
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</tr>
</tbody>
</table>

**Must-Have Statement**

I must have disability services available to me.

## Social

For each category, check its priority level.

<table>
<thead>
<tr>
<th>Category</th>
<th>Not Necessary</th>
<th>Nice to Have</th>
<th>Must-Have</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fits with culture and/or religion</td>
<td></td>
<td></td>
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<tr>
<td>Access to social activities</td>
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<td></td>
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<tr>
<td>Access to volunteer opportunities</td>
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<td></td>
</tr>
<tr>
<td>Access to sports clubs and facilities</td>
<td></td>
<td></td>
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<tr>
<td>Environmental/social consciousness of the institution</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Positive space/atmosphere</td>
<td></td>
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<td></td>
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<tr>
<td>Feeling of safety</td>
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<td></td>
<td></td>
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<tr>
<td>Location</td>
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<td></td>
<td></td>
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<tr>
<td>Work-life integration</td>
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<td></td>
<td></td>
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<tr>
<td>Manageable workload</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Must-Have Statement**

I must have a sports club and live in a positive environment.

## Financial

For each category, check its priority level.

<table>
<thead>
<tr>
<th>Category</th>
<th>Not Necessary</th>
<th>Nice to Have</th>
<th>Must-Have</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarships, bursaries, awards, and tax credits available</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funding opportunities (e.g., OSAP, private loans)</td>
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</tr>
<tr>
<td>Income opportunities</td>
<td></td>
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<tr>
<td>Financial Incentives (e.g., bonus, entry scholarship)</td>
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<td></td>
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<tr>
<td>Medical and life benefits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opportunity to make more money in the future</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Must-Have Statement**

I must have medical benefits and income opportunities in my next pathway.

## Career

For each category, check its priority level.

<table>
<thead>
<tr>
<th>Category</th>
<th>Not Necessary</th>
<th>Nice to Have</th>
<th>Must-Have</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reputation of school or workplace</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career preparation/advancement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-op, internship, and work-related opportunities</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Sense of prestige for the program or career opportunity</td>
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<tr>
<td>Career Centre</td>
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<tr>
<td>Job security (e.g., length of position, promotion opportunities)</td>
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<td></td>
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<tr>
<td>Other</td>
<td></td>
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</tbody>
</table>

**Must-Have Statement**

My next pathway option must have good career preparation for becoming a educational assistant.
What Is My Plan for Achieving My Goals?

- My Pathway Profile
- My Plan: Year by Year
- My Plan: Month by Month

You miss 100% of the shots you don’t take.

Wayne Gretzky
Professional athlete
My Pathway Profile

You can complete this Pathway Profile for each of the pathways being considered. This may take some time, but be sure to consult as many sources as possible. Do online research, and don’t hesitate to speak with teachers and guidance counselors at school.

Pathway Information

Describe your pathway option.

- Opportunity (program/position):
- Name of school/worksite:
- Qualification type:
- Program/position length:
- Distance from home:
- Deadline to apply:
- Where to apply:

Sources of Information

Check the ones you use.

- Campus/work tours
- School/work websites
- Informational interviews
- Fairs
- Program calendars
- Guidance conversations
- Social media
- Friend/family conversations
- Discussions with instructors
- Conversation with current students, instructors, industry representatives, and/or employees

Available Online Resources

Not sure of the answer or want to explore more? Visit these websites or see the Resources (page 46) for further assistance.

- Red Seal
- CanLearn
- Elite Chart
- Gap Year
- Global Campus
- Ontario Colleges
- eNFPD: Ontario University Information
- Ministry of Training, Colleges and Universities
- Ontario Student Assistance Program (OSAP)
- Ontario Youth Assistance Program (OYAP)
- Ontario Association of Career Colleges

Learning

- Learning style
  - (e.g. Lecture, small class size)

Social

- Clubs
  - (e.g. Student council)

Financial

- Cost
  - Tuition:
  - Books/equipment:
  - Living expenses:
  - Application fee:

Work

- Career Services
  - (e.g. Career centre)

- Practicum, internship, and co-op opportunities
  - (e.g. Co-op available)

Create your SMART goals for your next steps (Specific, Measureable, Achievable, Realistic, Timely)

-next steps:
My Plan: Year by Year

Grade 7
- Start the Individual Pathway Plan (IPP).
- Explore volunteer opportunities through the Ontario Volunteer Centre Network.
- Get involved in your school and/or community. Explore your interests through clubs, teams, and student council.
- Think about saving for postsecondary education. The Government of Canada provides a special savings plan that allows families and friends to save early for a child’s education. You can grow your savings tax-free with an RESP; earn government money to finance your education through the Canada Education Savings Grant and the Canada Learning Bond, if you qualify. See GetLearn for full details.
- Consider “Skilled Work” Summer Camps to explore careers in skilled trades and technologies through hands-on activities.

Grade 8
- Transition program: Facilitates the transition from elementary to secondary school (includes orientation activities, etc.).
- Speak with your Teacher about which courses suit you best, and confirm that your chosen courses match requirements for post-secondary options:
  - A: Academic
  - P: Applied
  - L: Locally Developed
- Become familiar with secondary course codes and types:
  - C: College preparation courses (e.g. ENG3C)
  - E: Essential skills for life and work courses (e.g. ENG3E)
  - M: University/collage preparation courses (e.g. ETC3M)
  - O: Open courses (e.g. EFS3O)
  - U: University preparation courses (e.g. ENG3U)
- Know what’s required to graduate:
  - 18 compulsory credits and 12 optional credits
  - 40 hours of community involvement activities
  - The provincial literacy requirement
- Explore Specialist High Skills Major/Dual Credit programs available.
- Students may begin the compulsory 40 volunteer hours during the summer between Grade 8 and Grade 9.
- Consider “Skilled Work” Summer Camps to explore careers in skilled trades and technologies through hands-on activities.

Grade 9
- Participate in school orientation activities.
- Using the IPP, start exploring pathways available after secondary school:
  - Direct entry to postsecondary programs.
  - Gap year: Some students benefit from gaining work experience and/or traveling before entering postsecondary education.
  - Direct entry to the workplace.
- Speak to Guidance Counselors and/or Teachers about what courses are important for certain career interests.
- Participate in “Take Our Kids to Work Day.”

Grade 10
- All students take the Career Studies course at school.
- Continue to explore potential postsecondary program and career opportunities using the IPP. Many Grade 11 courses serve as prerequisites to Grade 12 courses, which are required for some programs in colleges and universities.
- Consider whether summer or part-time employment fits in with the pathway plan.
- Continue to be involved in the community through work and volunteer opportunities.
- Explore program options:
  - Specialist High Skills Major
  - Dual Credit Program
  - Ontario Youth Apprenticeship Program (OYAP)
  - Advanced Placement Programs
  - International Baccalaureate

Grade 11
- Revisit the IPP and secondary school completion requirements.
- Consider your pathway options:
  - Apprenticeship
  - Certificate
  - Diploma
  - Degree
  - Gap Year
  - Workplace
- Review the admission grade requirements for potential programs/workplaces of choice.
- Research financial assistance options: bursaries, scholarships, awards, financial aid, etc.
- Attend information sessions, open houses, and tours for institutions of interest during the fall or spring (if applicable).
- Attend pathway fairs. See the Month-by-Month breakout for more information.
- You may be able to sign up for the Ontario Youth Apprenticeship Program (OYAP). Applicants must be at least 16 years of age.

Grade 12
- Attend fairs, information sessions, and tours for institutions of interest.
- Attend parent nights and in-school informational sessions for institutions of interest.
- Apply to institutions of choice.
- Explore tax credit opportunities.
- Make arrangements for a gap year.
- Apply for applicable bursaries, scholarships, and financial aid.
- Check to see whether your pathway will apply credit from your:
  - Dual Credit Program
  - Specialist High Skills Major
  - Ontario Youth Apprenticeship Program
  - Advanced Placement Program
  - International Baccalaureate
- Continue to research funding opportunities.
- Consider housing options.
My Plan: Month by Month

Here are some important deadlines and events to keep in mind in the final year of transition from secondary school. Make sure to note the dates specific to you and keep track!

September
- **Ontario Universities’ Fair or University Information Program**
  Continue your exploration of postsecondary pathways. Students and their parents/guardians can reach out to guidance counselors about the options that support chosen pathways.
  
  **Workplace:** Visit any workplace or institution of choice.
  
  **Gap year:** Consider gap year opportunities.

October
- **Apprenticeship**
  Schedule an open house, or campus/workplace tour. To book an appointment, visit the school or workplace website, or call them directly.
  
  **Apprenticeship Career Connections Fair**

November
- **University**
  Secondary schools will notify students in November or early December of their confidential PIN access code, which is required to log into the Ontario Universities Application Centre (OUAC) website. Make sure to note the programs of interest, along with the OUAC program code (as they will be needed to apply online).
  
  **Apprenticeship**
  With the assistance of staff at the Employment Ontario Apprenticeship Office, determine what skills and credentials are needed in relation to the requirements of the apprenticeship goal. Complete these requirements.
  
  **Workplace**
  Practice your interviewing skills and begin your job search. Speak with your guidance counselor about youth employment programs available in your community.
  
  **Career College**
  Many colleges have ongoing enrollment. Contact potential schools to determine the next intake date and application process.

December
- **University**
  Submit a complete application to the OUAC. Applications received after the deadline will continue to be processed by the OUAC and distributed to the universities. However, specific university deadlines will apply.
  
  Consider housing options. If you plan to live in residence, complete any necessary application forms.
  
  Prepare résumé for summer opportunities.

January
- **University**
  Applications received after the deadline will continue to be processed by the OUAC and distributed to the universities. However, specific university deadlines will apply.
  
  Consider housing options. If you plan to live in residence, complete any necessary application forms.
  
  Prepare résumé for summer opportunities.

February
- **College**
  February marks the deadline for applications to be received. Applications are still processed by the Ontario College Application Service after this date, but are considered on a first-come, first-served basis by the colleges. By the end of the month, colleges may release offers of admission (though not all offers are posted this early). Offers of admission are continually posted until the programs are filled. Most colleges have three intake dates.
  
  This month also marks the typical deadline for summer employment opportunities. Have your résumé ready, and visit your nearest Employment Ontario Service Centre.

March
- **Apprenticeship Career Connections Fair**

April
- **OSAP**
  Applications may be submitted if the student has accepted an offer from a college or university. Apply as soon as you can to plan for success. If you’re planning to apply for disability related grants or bursaries, contact your institution to make arrangements for sending documentation.
  
  **Gap year:** Research gap year options.
  
  **Apprenticeship**
  Set an appointment with the provincial Ministry of Training, Colleges and Universities Apprenticeship Office staff to arrange apprenticeship registration. Talk to your co-op teacher in order to get registered as an apprentice with your present co-op employer. Visit [ONMentor](http://www.onmentor.com) for more information.

May
- **National Job Fair and Training Expo**

June
- **University and College**
  Ask if your school has a Summer Transition program.
  
  **College**
  Applicants must confirm their acceptance of an offer of admission by this date. Each college will determine the due date to confirm offers made after May 1st. Be sure to check the offer letter for the expiry date of the offer of admission.
  
  **Apprenticeship**
  Attend the [Ontario Technological Skills Competition](http://www.ontario.com) in Waterloo.

July

August
- **University**
  This is the earliest that Ontario universities may require a response to an offer of admission and a financial commitment of any kind (e.g., registration deposit, residence deposit, etc.). Be sure to check the offer letter for the expiry date of the offer of admission.
  
  University applicants are responsible for ensuring that their original official documents for summer school are sent to the OUAC and universities upon completion of coursework.
  
  **University and College**
  Schools may require payment of tuition fees, a deposit, or a fee for deferring tuition. Most schools offer options to defer payment until your financial aid arrives.
  
  **Apprenticeship**
  If you wish to continue working at your present co-op placement in a skilled trade, make sure your ONMentor coordinator connects your employer with Employment Ontario Apprenticeship Office to recommend funding options to help your employer with incentives that will keep you on as an apprentice.
  
  If a student requires accommodations at school, contact the school early to start the registration process with the Disability Services Office on campus. Remember that school board-funded educational aids (e.g. SCA equipment) do not transfer from secondary to postsecondary school.
  
  Make final arrangements for housing.
  
  This is the typical deadline for on-campus residence application confirmations.
  
  **Move in**
  To residence and/or consider household routines (e.g. cleaning, meal preparation).

REMEMBER

Thinking about modifying an education path? It’s not too late! It may be possible to transfer any credits already earned. See [ONTransfer](http://www.ontransfer.com)
What Are My Opportunities? (Continued)

ON Transfer
Information and resources about transferring between postsecondary institutions in Ontario.
http://www.ONTtransferr.ca

Private Postsecondary Institutions
List of private postsecondary schools in Ontario by the Ministry of Training, Colleges and Universities with partial degree granting authority.
http://www.ontario.ca/education-and-training/private-postsecondary-schools

Service Ontario Job Bank: Students Only
Employment opportunities available in Ontario specifically for youth.

Social Enterprise Development Innovations (SEDI)
Resource for small businesses.

Youth Connect
Information and services available to youth in Ontario.
http://www.youthconnect.ca

Youth Entrepreneurship Partnerships (YEP)
Funding program for non-profit organizations that facilitates the development of entrepreneurial skills in young people by the Ministry of Economic Development, Trade and Employment.

National Job Fair and Training Expo
The largest job career fair in Ontario for adults and mature students from all employment sectors.
http://www.thenationaljobfair.com

Ontario Apprenticeship Program (OAP)
Information and resources about OAP.
http://www.oap.gov.ca

Apprenticeship Connections Fair
Information about an apprenticeship fair for apprenticeship opportunities in Ontario.
http://apprenticeshipapprenticeshipsconnections.ca/

CanLearn
Federal resource of student, grant, and scholarship information as well as a list of other information sites.
www.canlearn.ca

College Information Program
During the CIP, college representatives travel across Ontario offering fair or presentation-style events in most Ontario regions. The CIP offers a variety of information about Ontario colleges, including programs, campus life, and anything else that may help you make a decision about which Ontario college to choose.
http://www.ontariocolleages.ca

Cost of My Future
Information about the financial cost of pathway options available at OSICA.
http://www.osica.ca/college/college_award_cost_of_my_future

Dual Credit Programs
Information about the Dual Credit Program.
http://www.edu.gov.on.ca/eng/studentsuccess/dualcredit.html

eRPO: Ontario University Information
Primary website for Ontario universities which includes program, institution, application, scholarship, and admission requirement information.
http://www.ontariouniversities.ca/

Ellis Chart
A comparative chart of apprenticeship training programs across Canada produced by Human Resources and Skills Development Canada (HRSDC).
http://www.ellischart.ca/14m-20-eng.php

Employment Ontario Apprenticeship Office
Resources, services, and information about apprenticeships provided by the Ministry of Training, Colleges and Universities.
http://www.tcu.gov.on.ca/eng/learn/develop.html

Essential Skills
Government of Canada’s list of key literacy and essential skills for employment.
http://www.nfcm.ca/eng/learningplaces2 Essentials/LSS/htmlx.shtml

Fund Your Future
Information and resources for parents/guardians and students about funding opportunities.
www.fundyourfuture.ca

Gap Year: Ontario School Counsellors’ Association (OSCA)
List of resources related to Gap Year provided by OSCA.
http://www.osca.ca/en/students/other-opportunities/gap-year

International Baccalaureate
Information and resources about the International Baccalaureate.
http://www.ibo.org

Ministry of Training, Colleges and Universities
Primary website for the Ministry, includes information and resources for educational pathway options after secondary school.
http://www.tcu.gov.on.ca

What Is My Plan for Achieving My Goals?

Advanced Placement Programs
Information about advanced college preparation programs.
http://apcentral.collegeboard.org

Apprenticeship Connections Fair
Information about an apprenticeship fair for apprenticeship opportunities in Ontario.
http://apprenticeshipapprenticeshipsconnections.ca/

CanLearn
Federal resource of student, grant, and scholarship information as well as a list of other information sites.
www.canlearn.ca

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http://www.tcu.gov.on.ca

National Job Fair and Training Expo
The largest job career fair in Ontario for adults and mature students from all employment sectors.
http://www.thenationaljobfair.com

Ontario Apprenticeship Program (OAP)
Information and resources about OAP.
http://www.oap.gov.ca

Ontario College Fair
Information about Ontario colleges held annually in Toronto every fall.
http://www.aperf.com/located/about.html

Ontario Colleges
Primary website for Ontario colleges which includes program, institution, application, and admission requirement information.
http://www.ontariocolleges.ca

Ontario Student Assistance Program (OSAP)
A list of grants and loans available for students in Ontario.
http://www.ontario.gov.ca

Ontario Universities’ Application Center (OUAC)
Application services for universities in Ontario.
http://www.ouac.ca/ouac-199/

Ontario Universities’ Fair
Information about Ontario Universities held annually in Toronto every fall.
http://www.ontariofair.com

Ontario Volunteer Centre Network
Volunteer information and resources.
http://www.evcc.ca

Use these symbols for a quick reference of the categories of information provided.

A) Accommodation
B) Careers
C) Financial
D) Learning
E) Social & Personal Development
F) Volunteer Opportunities

Legend