

2021-2022

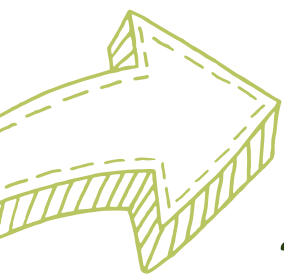
DESIGNING my FUTURE!

**Student
Success**
GRADES 7-12

Student TRANSITION GUIDE

Planning for
your initial
post-graduation
destination





Welcome to Designing my Future!

Designing My Future is the third and final guide in a series of publications designed to assist parents/guardians and students navigate through high school. Our first publication, *Choosing My Success*, assists students as they move from grade 8 to grade 9. *Refining My Pathway* focuses on the decisions that face parents/guardians and students as they move into grades 11 and 12 and beyond. *Designing My Future* is designed to assist students and parents/guardians with the decisions that face students as they complete their high school education.

For Students

Completing your high school education is exciting. You are now faced with a world of opportunities and choices. The information in this guide was designed to assist you as you make choices about your future. In it, you will find helpful hints, websites and things to consider as you leave secondary school for the world of work, apprenticeship, college or university. Remember that your teachers and your guidance staff are still there to assist you as you explore and make decisions about your future.

For Parent(s)/Guardian(s)

As your teen completes high school, they will be faced with many decisions. Navigating the choices and making informed decisions can be challenging. This guide contains valuable information to help you as you discuss the future with your teen. Stay involved, ask questions, and remember that school staff are there to help.

If you have questions regarding the different pathways available, please contact the secondary school your teen attends. DDSB staff will continue to support as you and your teen explore a diversity of options and exciting possibilities for the future.

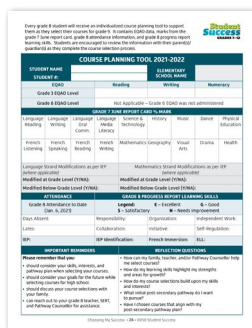
I would like to wish all Durham District School Board students every success as they leave high school for the world beyond.

Norah Marsh

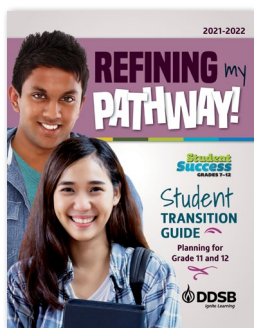
Director of Education

Durham District School Board

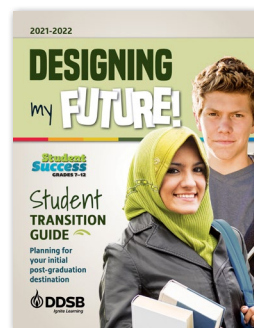




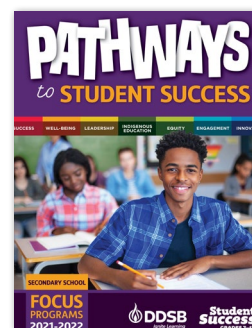
[Choosing My Success](#)



[Refining My Pathway](#)



[Designing My Future](#)



[Pathways to Student Success](#)

The DDSB is committed to learning and working environments that centre human rights and equity and are safe, welcoming, respectful, equitable, accessible, inclusive and free from discrimination, oppression and harm.

This means that:

- everyone is treated with dignity and respect, and feels safe and included in our classrooms, schools and all learning spaces
- no one is treated differently or discriminated against because of ancestry, race, sex/ gender, disability, sexual orientation, gender identity, gender expression, creed/religion and all other Human Rights Code protected grounds.

To meet this commitment, the DDSB works collaboratively with students, parents/ caregivers and community partners to:

- promote and protect human rights
- design and provide inclusive educational programs and services
- identify, prevent and address discriminatory barriers that affect students' educational experiences, opportunities, outcomes and learning environments
- meet the DDSB's legal duty to accommodate under the Human Rights Code ("accommodate" means adjusting services, programs and practices to remove barriers and better respond to or address Human Rights Code related needs)
- support all students' learning and success.

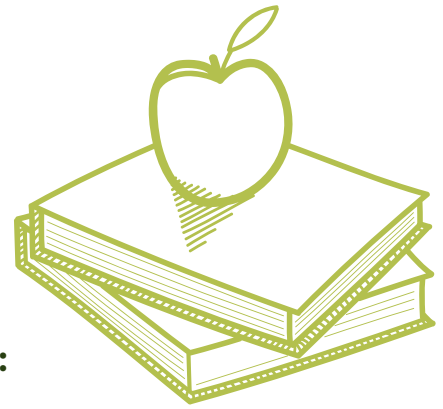
If you have an accommodation need or human rights concern, please inform your teacher or principal, or visit the [DDSB Equity and Inclusive Education webpage](#) Human Rights section for more information.



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Secondary School Terms and Definitions



As you plan your destination after secondary school, some of these definitions and websites might be helpful:

Admission Requirements

Academic conditions that must be met in order to be considered for admission to a specific program. Visit www.ontariouniversitiesinfo.ca (university) and www.ontariocolleges.ca (college).

Bursary

Money awarded to a student based on financial need. Check out the Financial Aid and Admissions page at each post-secondary institution for specific details.

Dual Credit

Students are able to earn both a high school credit and a college credit. The credits count towards their high school diploma as well as a postsecondary certificate, diploma, degree or apprenticeship certification. www.gotocollege.ca

Ministry of Colleges and Universities (MCU)

This ministry is responsible for the administration of laws relating to post-secondary education and skills training.

www.ontario.ca/page/ministry-colleges-universities

Ontario College Application Service (OCAS)

All college applications are processed through www.ontario.ca/page/osap-ontario-student-assistance-program. It is also a great resource for students and parents.

Ontario Education Number (OEN)

Every student in Ontario has an OEN. This number is used for college applications.

Ontario Student Assistance Program (OSAP)

OSAP is designed to help students in Ontario obtain their post-secondary goals. A mix of grants and loans are available to help students finance their post-secondary education. Repayment of OSAP begins 6 months after you graduate from college or university.

www.ontario.ca/page/osap-ontario-student-assistance-program

Ontario University Application Centre (OUAC)

All university applications are processed through this site.

It is also a great resource for students and parents.

www.ouac.on.ca

Scholarship

Money awarded to a student based on achievement (academic average, extracurricular involvement, community involvement...). Below are a few of the many websites that include scholarship information.

www.scholarshipscanada.com

www.yconic.com

Specialist High Skills Major (SHSM)

Students focus on a career path that matches their skills and interests while meeting the requirements of the OSSD. They receive a SHSM seal on their diploma when they complete a specific bundle of courses, earn valuable industry certifications, and gain important skills on the job with employers.

OSSD *Ontario Secondary School Diploma*

What do you need to earn an OSSD?

18 Compulsory Credits

Students must earn the following compulsory credits to obtain the Ontario Secondary School Diploma:

Credits	Subject
4	English (1 credit per grade)*
3	Mathematics (1 credit in Grade 11 or 12)
2	Science
1	Canadian History
1	Canadian Geography
1	Arts
1	Health and Physical Education
1	French as a Second Language
0.5	Career Studies
0.5	Civics

Plus one credit from each of the following groups:

Credits	Subject
1	Group 1
	English or French as a second language**
	A Native language
	A Classical or International Language
	Social Sciences and the Humanities
	Canadian and World Studies
	Guidance and Career Education
	Cooperative Education***
1	Group 2
	Health and Physical Education
	The Arts
	Business Studies
	French as a Second Language**
	Cooperative Education***
1	Group 3
	Science (Grade 11 or 12)
	Technological Education
	French as a Second Language**
	Computer Studies
	Cooperative Education***



- 1 30 credits in total**
- 2 40 hours of Community Involvement**
- 3 Completion of the Literacy Requirement**

In addition, students must complete:

✓	12 elective credits [†]
✓	40 hours of community involvement activities
✓	the provincial literacy requirement

**A maximum of 3 credits in English as a Second Language (ESL) or English Literacy Development (ELD) may be counted towards the 4 compulsory credits in English, but the fourth must be a credit earned for a Grade 12 compulsory English course.*

***In groups 1, 2 and 3, a maximum of 2 credits in French as a Second Language can count as compulsory credits, one from group 1 and one from either group 2 or 3.*

****A maximum of 2 credits in cooperative education can count as compulsory credits.*

† The 12 elective credits may include up to 4 credits earned through approved dual credit courses.

OSSC *Ontario Secondary School Certificate*

Students working towards an Ontario Secondary School Certificate must have earned a minimum of 14 credits, distributed as shown.

7 compulsory credits

Students must earn the following compulsory credits to obtain the Ontario Secondary School Certificate:

Credits	Subject
2	English
1	Mathematics
1	Science
1	Canadian History or Canadian Geography
1	Health and Physical Education
1	Arts, Computer Studies or Technological Education

7 additional credits

7	7 additional credits selected by the student from available courses
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*The OSSC will be granted, on request, to students who are leaving secondary school upon reaching the age of 18 without having met the requirements of the OSSD.



14 credits in total



Certificate of Accomplishment

Students working towards a Certificate of Accomplishment may take K-courses, which are alternative, non-credit courses for students with special education needs. These courses are designed to support the growth of fundamental skills, independence, and self-care. For example, Money Management and Personal Banking (KBBANP) and Transit Training and Community (KCCANV) are two possible course offerings.

*Students who are leaving secondary school upon reaching the age of 18 without having met the requirements for the OSSD or the OSSC may be granted a Certificate of Accomplishment. It is a useful means of recognizing achievement for students who plan to take certain kinds of training or who plan to find employment directly after leaving school. It is accompanied by the student's Ontario Student Transcript and their Individual Education Plan (IEP), where applicable.



Report Card *Learning Skills*

Each learning skill supports your success as a student. Take a moment and read through each of the six learning skills below. How will you demonstrate each as a high school student?



Responsibility

The Student

- fulfills responsibilities and commitments within the learning environment;
- completes and submits class work, homework, and assignments according to agreed-upon timelines;
- takes responsibility for and manages own behaviour.

Collaboration

The Student

- accepts various roles and an equitable share of work in a group;
- responds positively to the ideas, opinions, values, and traditions of others;
- builds healthy peer-to-peer relationships through personal and media-assisted interactions;
- works with others to resolve conflicts and build consensus to achieve group goals;
- shares information, resources, and expertise and promotes critical thinking to solve problems and make decisions.

Initiative

The Student

- looks for and acts on new ideas and opportunities for learning;
- demonstrates the capacity for innovation and a willingness to take risks;
- demonstrates curiosity and interest in learning;
- approaches new tasks with a positive attitude;
- recognizes and advocates appropriately for the rights of self and others.

Organization

The Student

- devises and follows a plan and process for completing work and tasks;
- establishes priorities and manages time to complete tasks and achieve goals;
- identifies, gathers, evaluates, and uses information, technology and resources to complete tasks.

Independent Work

The Student

- independently monitors, assesses and revises plans to complete tasks and meet goals;
- uses class time appropriately to complete tasks;
- follows instructions with minimal supervision.

Self-Regulation

The Student

- sets own individual goals and monitors progress towards achieving them;
- seeks clarification or assistance when needed;
- assesses and reflects critically on own strengths, needs, and interests;
- identifies learning opportunities, choices, and strategies to meet personal needs and achieve goals;
- perseveres and makes an effort when responding to challenges.

Did you know?

These learning skills will become your employability skills in the future!

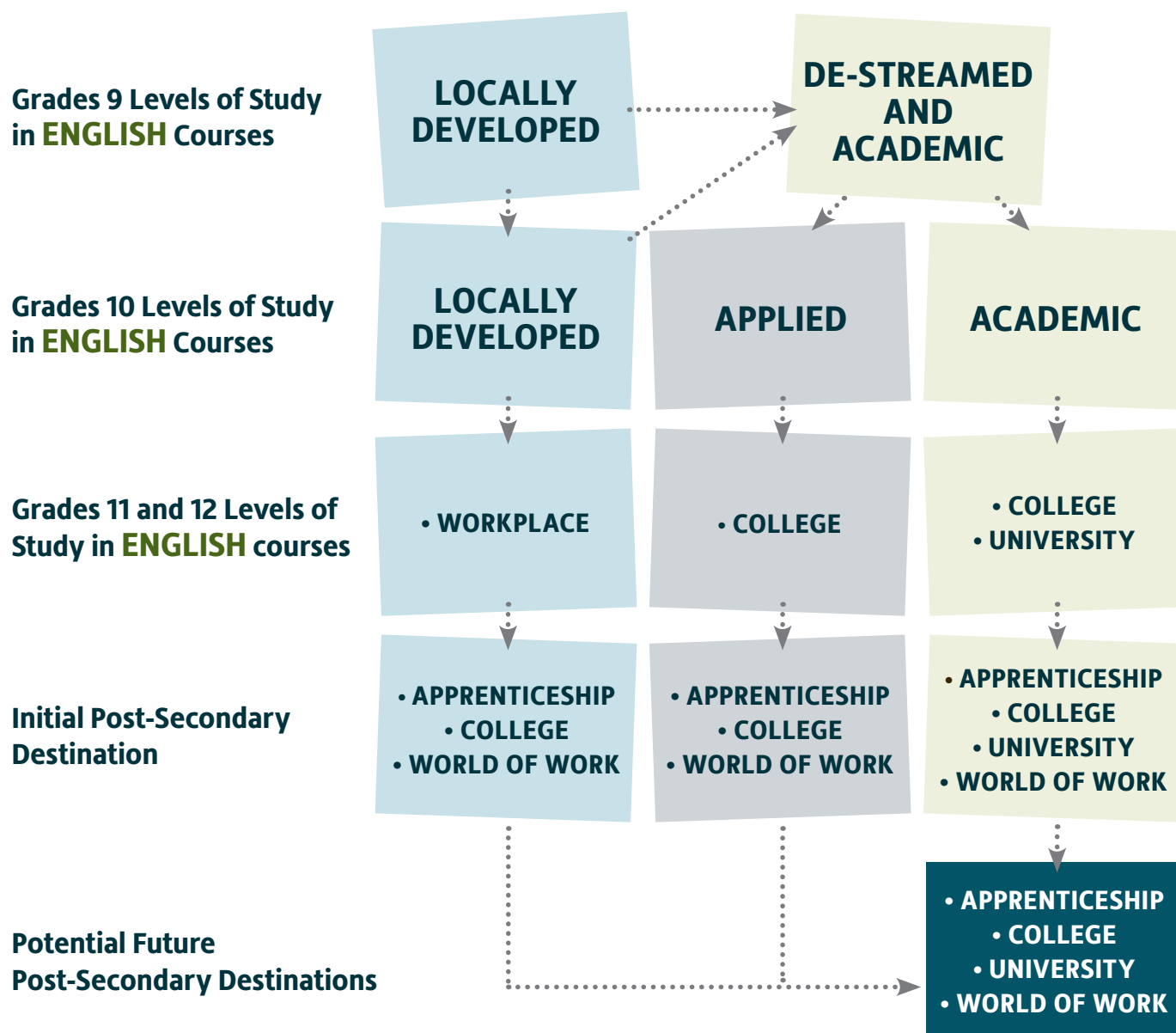




Pathway Steps for All

Your education is only the beginning of a journey and does not determine your destination. Pathways can change. Focus on the journey.

High School and Beyond: Apprenticeship, College, University and the World of Work



The Ontario Ministry of Education's *Creating Pathways to Success* document grounds our belief that: *all students can be successful, success comes in many forms and there are many pathways to success.*

**Ask your guidance counsellor or SERT about potential options.*

Destination Apprenticeship

An Apprenticeship is a Post-Secondary Education Opportunity

90%

of your training
ON THE JOB

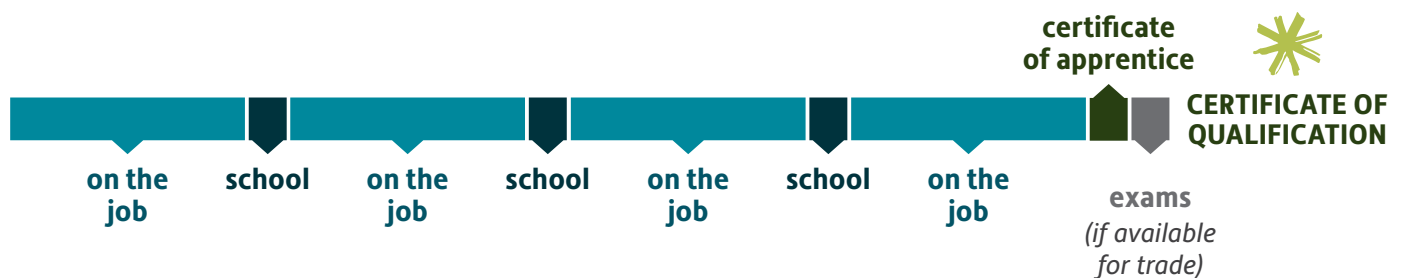
SPEND 10%

of your time in the classroom
learning theoretical applications

To become an apprentice, first connect with your Guidance Counsellor and/or Cooperative Education Teacher. Once you have an employer who will hire and train you, both you and your employer will sign a Registered Training Agreement (RTA) prepared by an apprenticeship branch consultant. Ministry of Labour, Training and Skills Development (MLTSD).

Your pathway to qualification as a journeyperson

Upon successful completion of the practical and in-school components, an **apprentice** has an opportunity to write the provincial/interprovincial exam to become a certified **journeyperson** in a skilled trade. A typical apprenticeship can take about the same time as other post-secondary options.



Sources of Information



ApprenticeshipSearch ApprenticeshipSearch.com is a free online job search and matching platform with an exclusive focus on apprenticeship trade positions in Ontario. Their website contains information on trades, guides for writing a resume and cover letter, and links to government programs providing financial assistance/incentives to apprentices.



Build a Dream Build a Dream is a national non-profit dedicated to inspiring young women to explore career opportunities in skilled trades, STEM (science, technology, engineering, mathematics, emergency response, and entrepreneurship. webuildadream.com/



Construction Training and Apprenticeship Ontario (CTAO) The Construction Training and Apprenticeship Ontario website provides information on starting a career in the unionized construction industry. It contains educational tools and materials for applicants pursuing pre-apprenticeship and apprenticeship opportunities in the skilled trades. ctaontario.com/



Ministry of Labour, Training and Skills Development www.ontario.ca/page/ministry-labour-training-skills-development



Ontransfer ontransfer.ca/index_en.php



Skills Canada The Skills Canada website provides information for people considering a career in the skilled trades or technologies. Their podcast provides information on post-secondary education, apprenticeship wages and so much more. skillsontario.com/

Destination College

There are **26 public colleges in Ontario** with over 5000 programs in over 200 areas of study to suit your strengths, interest, and future goals.

NOW WOULD BE A GREAT TIME TO DO THE FOLLOWING:

- Have a discussion with your family about which programs and colleges interest you.
- Spend time researching which colleges offer your programs of interest.
- Visit the College Information Program** in the fall to speak with College representatives.
- Take time to visit the different college campuses.
- Book an appointment with your Guidance Counsellor to discuss your options and to ensure you meet the admission requirements of the programs.
- Start thinking about financing your education.
- Complete your individual Pathway Plan using myBlueprint [myBlueprint \[myblueprint.ca/ddsb\]\(https://myblueprint.ca/ddsb\)](https://myblueprint.ca/ddsb).

*** Every fall, all of the colleges in Ontario gather to offer information about their programs. The College Information Program is an excellent opportunity to talk with representatives from different colleges.*

Sources of Information



www.ontariocolleges.ca

This website offers a complete online guide to Ontario colleges for secondary school students. You can find information about programs and admission requirements.

On the website, you can:

1 PLAN



2 FIND



3 APPLY



4 CONFIRM



YOUR
COLLEGE
DESTINATION



www.ontario.ca/page/osap-ontario-student-assistance-program

This website offers information about the Ontario Student Assistance Program as an option to help finance post-secondary education.



www.ontransfer.ca

This website offers information about transferring from college to university, or to another college.

Accredited websites are an excellent starting point for your research. The best sources of information are the colleges themselves. Visit the colleges' websites and read their admission handbooks, guidebooks, viewbooks and calendars. These resources provide the greatest detail about courses and programs.

ON YOUR TO DO LIST

Make sure you meet the admission requirements for the program you are interested in taking. Some programs have specific requirements like course pre-requisites, portfolios, interviews or admission tests. It will be your responsibility to ensure that you know the details and meet the deadlines to be considered eligible for your program.

The “Gap” Year

Learn about **you**! Learn about the **world**!



HAVE YOU CONSIDERED A GAP YEAR?

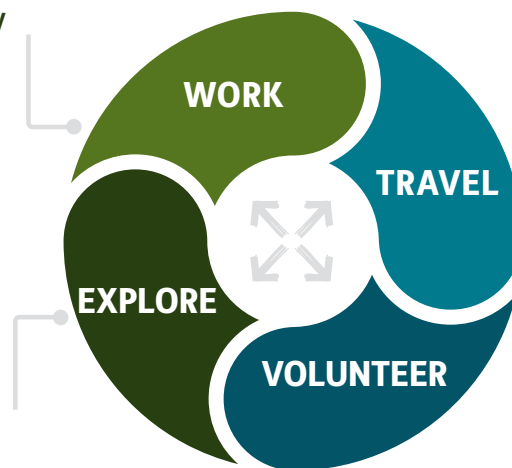
A gap year is a break after secondary school, before making a commitment to an apprenticeship, college, university or the workplace. It can be any length of time, before and during studies, time off from work or other career pursuits and include any number of activities. You can figure out who you are, what your opportunities are, who you want to become and what you need to get there.

WHAT CAN YOU DO ON A GAP YEAR?

Work away from home or stay at home and widen financial options by working full-time, part-time, remotely or with your family business.



Explore a skilled trade or get an internship and test drive a career.



Travel to different parts of the world and learn another language, study, experience a new culture and make new friends. Create a blog or website to share your experiences.

Volunteer at home or abroad by participating in a community development project, medicinal or mission programs, or go on an exchange.

WHAT ARE THE BENEFITS?

- Gain life experience and skills including independence, responsibility, adaptability, initiative, organization, teamwork and communication, and focus on who you want to become.
- Learn about local or international programs and work practices, develop new interests, build your resume and networks.
- Reflect on personal goals, strengths and values. Gain perspective thinking about your future, your opportunities and your plans.
- Have an offer of acceptance? Contact your register's office to see if they will defer your offer of admission for a year.

HOW CAN I MAKE IT HAPPEN? WHAT IS MY PLAN?

- Talk to your guidance counsellor and/or go to the Ontario School Counsellors' website, www.osca.ca and click on the "Students/What are my opportunities" tab.
- Talk to others who have experienced a gap year.
- Work with an organization that supports the development of Gap Year activities—plan independent activities or go with a friend, a group or a support organization.
- Set goals and create an action plan. A well-researched and concrete plan with timelines and goals will provide the richest experience. Don't forget to include what you will do when your 'gap' is finished.

Destination University





If your goal is university, there are a number of different factors you need to consider. Ontario has 21 publicly funded universities. There are so many programs to choose from that you need to do an honest self-assessment to see which program would best suit your strengths, interests, and future goals. Before choosing a university or program, make sure that you have as much information as possible.

NOW WOULD BE A GREAT TIME TO DO THE FOLLOWING:

- Have a discussion with your family about which programs and universities interest you.
- Spend time researching which universities offer your programs of interest.
- Visit the Ontario University Fair** in the fall to speak with representatives.
- Take time to visit the different university campuses.
- BOOK an appointment with your Guidance Counsellor to discuss your options and to ensure you meet the admission requirements of the programs (6 U/M level courses including ENG4U).
- Start thinking about financing your education.
- Complete your individual Pathway Plan using myBlueprint myblueprint.ca/ddsb.

*** Every fall, all of the universities in Ontario gather to offer information about their programs. The Ontario University Fair (www.ontariouniversitiesfair.ca) is an excellent opportunity to talk with representatives from universities, gather more specific information and start refining your areas of research.*

Sources of Information

-  **www.ontariouniversitiesfair.ca** This website offers a complete online guide to Ontario universities for secondary school students. On this website, you can find information about university programs and admission requirements, first-year scholarships, and residence. You can search by degree, program of study, or university.
-  **www.ouac.on.ca** This website helps students navigate their way through the university application process. It contains information about deadlines and provides access to your university application.
-  **www.ontransfer.ca** The ONTransfer Course Transfer Guide allows you to see how courses completed at other Ontario postsecondary institutions may be transferred to a program at another Ontario postsecondary institution. For example, you can complete a College diploma and have credits transferred to a Degree program at a University.
-  **www.myBlueprint.ca/ddsb** myBlueprint is web-based career exploration and planning tool that can be used to explore career and education options and develop a career plan.

Accredited websites are an excellent starting point for your research. The BEST sources of information are the universities themselves. Visit the universities' websites and read their admission handbooks, guidebooks, viewbooks and calendars. These resources provide the greatest detail about courses and programs.

ON YOUR TO DO LIST

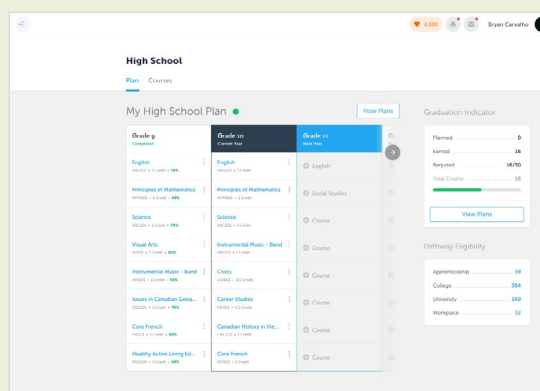
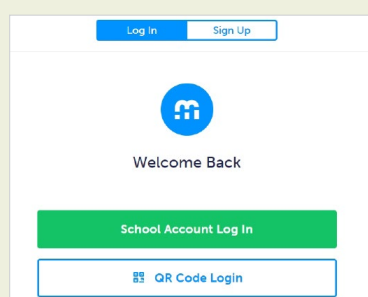
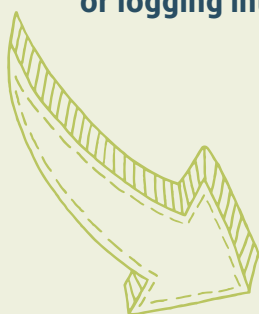
Make sure you meet the admission requirements for the program you are interested in taking. Some programs have specific requirements like course pre-requisites, portfolios, interviews or admission tests. It will be your responsibility to ensure that you know the details and meet the deadlines to be considered eligible for your program.

Destination the World of Work

If your goal is the world of work, as either your initial post-secondary destination or as your chosen pathway, myBlueprint can help! You can:

- Search for occupations
- Create a resume
- Write a cover letter
- Search for a variety of jobs including volunteer opportunities

Access myBlueprint by visiting the DDSB Campus Home page (www.student.ddsb.ca) or logging into the unique DDSB page at myBlueprint.ca/ddsb



For information on employment opportunities and employment programs, check out some of these resources as a starting point:



Abilities Centre Leadership in Training abilitiescentre.org/programs/employment-services/leadership-in-training



Agilec agilec.ca/



Durham Region Unemployment Help Centre unemployedhelp.on.ca/
Durham Region Youth Unemployment Help Centre unemployedhelp.on.ca/youth/



Durham Workforce Authority durhamworkforceauthority.ca/



Government of Canada Job Bank jobbank.gc.ca/report_note.do?cid=12207
Ontario Job Bank jobbank.gc.ca/browsejobs/province/ON



META: Making Employment Transitions Attainable metaservices.ca/



VPI vpi-inc.com/



YMCA Durham Employment Services ymcagta.org/



Youth The Future ccrw.org/programs-and-services/jedytf/



Connect with your Guidance Department regarding resume writing, job search skills, portfolio development, and interview preparation.

Post-Secondary Options

Things to Consider

Choosing an apprenticeship, a college, a university or the world of work can be an overwhelming decision. Here are a few things you should consider to help you narrow down your choices:

Program Availability

What schools have the programs you are interested in?

Location

How far away from home, family or friends do you want to be?

Finances

How are you going to pay for your post-secondary schooling? Do you need to stay at home or can you afford to live in residence or off-campus?

Size

Do you see yourself at a small, medium or large school?

Rural vs. Urban

Would you like to be in a big city, a small town or somewhere in between?

Suggested Timeline of Events

September to December

- Research apprenticeships, college and university programs—get information from your Guidance Department (pamphlets, guides, books, etc.);
- Attend apprenticeship, college and university fairs;
- Sign up for college and university visits at your school;
- Talk to your Guidance Counsellor about your options;
- Your application and achievement data will be electronically sent to OCAS and OUAC;
- Start the online application process.

January to February

- Pay attention to university and college application deadlines;
- Semester 1 marks are sent to OCAS and OUAC.



April

- Semester 2 midterm marks are sent to OCAS and OUAC.

May to July

- FINAL offers of admission are sent out (May);
- Pay attention to deadline to accept offers;
- Pay attention to fee deadlines;
- Final marks are sent and fees are due;
- Check the Admission Information Services (AIS), which allows applicants to determine which universities may have places remaining in specific programs from June to August.



It's up to
YOU
to track and meet
those deadlines!



Remember that scholarship deadlines are continuous throughout the year.

Additional Considerations for Graduating Students

THE NEW ONTARIO STUDENT ASSISTANCE PROGRAM

Ontario Student Assistance Program (OSAP) is a financial aid program funded by both the provincial and federal governments that helps students pay for postsecondary education. OSAP includes:



GRANTS

Which is money that a student gets to keep.

LOANS

Which is money that a student will eventually have to repay back to the government. Loans are interest-free and payment-free while students are in school.



Did you know?
Students have the option to accept all of their OSAP funding (grants and loan), or only the grant. They can do this through their online OSAP account after their application is assessed.

Students are encouraged to apply to OSAP as soon as they have been accepted to their school of choice. Visit www.ontario.ca/osap-ontario-student-assistance-program to get started!

Scholarships and Bursaries

Scholarships is money awarded to a student based on achievement and a bursary is money awarded to a student based on financial need. Check out the following sites as well as your school's financial aid department.

www.canlearn.ca

www.ontariocolleges.ca

www.scholartree.ca

www.scholarshipscanada.com

www.ontariouniversitiesinfo.ca

Advice from Graduates

- Research your program and required pre-requisites;
- Visit your campus and connect with current students;
- Attend summer programming offered by your school;
- Attend orientation;
- Connect to the Student Services department at your school for academic support;
- Research school specific scholarships and bursaries.

Refine and apply your acquired learning skills to your initial post-secondary destination!



Considering Studying Outside of Ontario?

Connect with your Guidance Department to plan your pathway to apply to a program in another province, the United States or abroad. Many schools in the United States offer similar tuition fees to Canadian residents.

Life in *Secondary School*

**Make an appointment
with your guidance
counsellor today!**



Things to consider...



Equity and Diversity - The DDSB values and respects all members of our school community and has a commitment to embracing diverse social realities; while maintaining positive, safe and inclusive environments for all students and staff.



ESL/ELL - ESL/ELD: The DDSB is committed to supporting our students and families as they transition to the education system in Ontario. ESL/ELD programming provides students with opportunities to develop language skills in both daily and academic English. Settlement Workers in Schools (SWIS) help connect students and families to community services and resources.



Indigenous Education - The Durham District School Board (DDSB) is committed to student success and providing a safe and welcoming learning environment for all students, including First Nation, Métis, and Inuit students.



Innovative Education - The DDSB is reimagining learning and teaching spaces through digital technologies and have resources available to support student success. Access to technology and digital resources such as research databases, overdrive, and collaborative software, as well as Inclusive Technology applications, such as Read and Write support student learning and innovate teaching.



Mental Health and Well-Being - Do you feel like you or someone you know needs help but you don't know where to turn? Adolescents are encouraged to take that first step and speak to an adult they trust (parent(s)/guardian(s), teacher, guidance counsellor, etc.) Remember—it is okay to talk. Help is available for when you are feeling anxious, stressed or overwhelmed.



Positive School Climates - The DDSB is committed to maintaining a positive school climate in schools in which students have the opportunity to develop in a safe and respectful learning environment.

Outside of School Day Options

Durham Continuing Education offers many credit and non-credit opportunities for students outside of the school day.

- Accelerated (Face to face and eLearning), Upgrading and Credit Recovery Summer School
- Summer School general and SHSM Co-operative Education Credits (must have completed grade 10)
- Youth in Policing (summer and December to March)

When approved by Administration:

- Boyd Archaeological Field School (BAFS)—reach-ahead credits (must have completed grade 10)
- International Languages Credits

Visit www.dce.ca for more information.



All students can be **SUCCESSFUL**.
SUCCESS comes in many forms.
There are many paths to **SUCCESS**.

SUCCESS

WELL-BEING

LEADERSHIP

INDIGENOUS
EDUCATION

EQUITY

ENGAGEMENT

INNOVATION



ddsb.ca

DURHAM DISTRICT SCHOOL BOARD