

KELOWNA
CHRISTIAN
SCHOOL



**GRADUATION TRANSITION PLAN
BOOKLET**

2016 – 2017
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PLEASE KEEP THIS BOOKLET IN A SAFE PLACE. THERE IS ONLY ONE ISSUED FROM KCS. IF YOU NEED FURTHER COPIES, YOU CAN DOWNLOAD AND PRINT YOUR OWN COPY ON THE KCS WEBSITE. THIS IS THE RESPONSIBILITY OF THE STUDENT.

INTRODUCTION

PURPOSE

The purpose of this booklet is to assist you in preparing for your Grad Transition Plan presentation. Once this booklet is completed and approved by your GTP teacher (during a 60 minute appointment), you will transfer the information to your chosen method of presentation (Power Point, scrapbook, binder or video).

This booklet contains ideas and websites for collecting information easily.

WHAT YOU NEED TO KNOW

The B.C. Ministry of Education graduation requires that every B.C. student produce and present a Grad Transition Plan (worth 4 credits) in order to graduate. No exceptions!

STEP 1

Complete this booklet **thoroughly and neatly**.

STEP 2

Book a **60 minute appointment** to review your booklet with your GTP teacher.

STEP 3

After your booklet has been approved, **create a "product"**. For example, a PowerPoint presentation, a binder, a scrapbook, or a website containing all of the information in this booklet plus a title page.

STEP 4:

Book a second appointment with your GTP teacher to have your **product approved**. **Your product must receive final approval two weeks prior** to you presenting your product to a two-person panel. **No exceptions can be made.**

Students will receive a "Requirement Met" at the end of the year if they have successfully completed and presented their Graduation Transition Plan. The GTP is not assigned a percent or a letter grade and will not contribute to the student's GPA. However, the quality of a student's presentation may be taken into consideration when allocating KCS scholarships.

Students should tackle their GTP understanding that nothing is "written in stone", and that plans sometimes change. Students must realize that while the expectation is to produce a GTP that reflects what the student would like to pursue at this point in his/her life, the real focus is on the process of creating the GTP, and the framework that each student uses to plan and make decisions about future opportunities.

GTP PRESENTATION

Kelowna Christian School organizes a presentation evening during which students present and defend their GTPs to a panel consisting of a KCS teacher/staff person and a community member. This mandatory presentation (including answering panelists' questions) lasts 25 minutes.

GTP Presentation Date: Tuesday, November 29, 2016 (evening)

The week before the presentations students will be given a handout with their allocated time slot. If students work part-time or have extra-curricular activities that conflict, **they must notify their employers/coaches etc. to make sure they are available for the presentations as this will be their only opportunity to present.**

Presentation instructions will be given to the student at the time their GTP "product" is finally approved by their GTP teacher, two weeks prior to the student's assigned presentation evening.

An important part of the process is adhering to deadlines. It is expected that each Grade 12 student will exercise accountability in completing his/her GTP prior to the stated due dates. Procrastination or avoidance of this responsibility may jeopardize graduation, scholarships and/or bursaries.

ADVANTAGES OF PRESENTING YOUR GTP IN NOVEMBER

- Ability to better prepare for one's intended post-secondary institution.
- Less stress during Semester 2 of Grade 12, which is already very hectic.
- Easier to apply for COBSS and other scholarships as a significant amount of material from the GTP can be used in the application.

GRADUATION TRANSITION PLAN

Please complete all of the following sections. When you have completed all of the sections, make a 60 minute appointment to have your work approved by your GTP teacher prior to transferring the information into the creation of your final GTP product for presentation.

For your presentation, please create a new page for each section and follow the same order. **MAKE SURE YOUR PRESENTATION IS VISUALLY APPEALING BY INCLUDING PICTURES AND APPROPRIATE GRAPHICS!**

GETTING STARTED CHECKLIST

_____ I realize I must prepare a **Title Page** to be included at the beginning of my “product”.

Including: My Full Name, “Graduation Transition Plan”, “Kelowna Christian School”, Date of my GTP Presentation.

_____ I have prepared a **resume** and will include it at the end of my GTP. *See page 18 in GTP Booklet for resume format.*

_____ I have obtained a **Letter of Reference** from _____ and will include it at the end of my GTP.

Complete the **Letter of Reference Form** on page 19 & 20 and give it to your reference at the time you request a reference.

SECTION 1 – WHO AM I?

1. The one **activity** I love to do is:

2. Three **strengths or gifts** that I have are:

SECTION 2 – MY LIFESTYLE

1. For **breakfast**, I typically eat:

2. For **lunch**, I usually eat:

3. For **dinner**, I often eat a combination of the following:

4. My **friends/peers** enrich my lifestyle by:

5. I have made choices that impact my lifestyle. For example, I have chosen to save 10% of my earnings; I will continue to play sports as an adult; I have chosen to limit the playing of video games to 2 hours per week.

The **choices** I have made are:

6. I get **exercise** by:

7. I **relax** with my family by:

SECTION 3 – WHAT HAVE I DONE AND LEARNED?

1. **During Grades 10-12**, I have completed **30 hours of PAID or VOLUNTEER WORK**. Describe your involvement and document your hours on the worksheet (page 18) at the end of this booklet. This work can be paid or unpaid in the community, for a church, a business, or at home. Documentation must be verified by your supervisor, employer or parent.

Reproduce this chart in your presentation and include it here.

2. During **each** of Grades **11 and 12**, I have engaged in **100 hours of EXERCISE**. Describe and document your physical activities on the worksheet (page 19) near the end of the booklet to record your hours.

Reproduce this chart in your presentation and include it here.

3. Record the **COURSES** you have already completed in Grades 10-12, as well as the ones you are currently enrolled in.

If you need to, please check the BC Ministry of Education website for a copy of your unofficial transcript which includes the list of courses you have/are taking.

Grade 10	Grade 11	Grade 12

My favorite course(s) in school was _____ because

Please check one of the following:

_____ Yes, I have completed Planning 10, PE10 and 4 credits of fine art or applied skills.

_____ No, I have not completed one or more of the requirements above.

4. List all your **ACCOMPLISHMENTS** and **ACTIVITIES**:

Outstanding Class Work/School Projects:

Grade 10 _____

Grade 11 _____

Grade 12 _____

Sports:

Grade 10 _____

Grade 11 _____

Grade 12 _____

Drama/Music:

Grade 10 _____

Grade 11 _____

Grade 12 _____

Church Activities:

Grade 10 _____

Grade 11 _____

Grade 12 _____

Missions/Humanities Trips:

Grade 10 _____

Grade 11 _____

Grade 12 _____

Other School/Community/ Activities:

SECTION 4 – MY MISSION STATEMENT

A mission statement is a brief statement of your **purpose** in life. For example: Why are you on this earth? What is your worldview? What values do you base your decisions on? etc.

You may use the mission statement you wrote in Christian Perspectives 11, or you may create a new one. Also, how does your mission statement tie in with your plan for next year and/or your Plan A Long-Term Career Goal?)

My personal **mission statement** is:

SECTION 5 – WHAT ARE MY FUTURE PLANS

1. **Next year (2017)** I plan to:

2. My **Plan A** Long Term Career Goal:

3. My **Plan B** Long Term Career Goal (if I don't do Plan A):

SECTION 6 – CAREER RESEARCH

I have **researched my Plan A Long Term Goal** through the following methods:

___ I completed a job interview or job shadow with _____ and answered the questions in Section 6 (page 11-12) during the interview.

___ I also completed at least 3 additional means of career research listed below. Check all the boxes that apply.

Speaking with representatives at a Career Fair	
Investigation through career exploration sites such as: 1) Holland's self-directed search - www.self-directed-search.com 2) Career Cruising www.careercruising.ca Username: kelownachristian Password: school 3) www.careerinsite.alberta.ca and set up a free account.	
Reading: (Name title of book or article)	
Looking at a Canadian website for this option (name the website)	
Interviews with: (name of person/s you have spoken with about this option)	
Volunteering with: (name the organization or business)	
Visited: (name of person, facility, or university/college campus)	
Working at: (name the business or organization)	
Have sought to find God's will for my career plans through reading His Word, by engaging in listening prayer, by assessing circumstances and by listening to God's voice through the Church.	

Ask and complete the following questions at your job interview or job shadow:

1. The **advantages** of working in this career/job are:

a) _____

b) _____

c) _____

2. The **disadvantages** of working in this career/job are:

a) _____

b) _____

c) _____

3. The **duties/responsibilities** I would undertake in working in this career/job would include:

a) _____

b) _____

c) _____

4. The **post-secondary training** required to do work in this career/job is:

5. The **personal skills/attributes** required to work in this career/job are:

6. The **salary** I would receive in this career/job would be _____ per hour or _____per year.

7. I **could progress** in this career/job to become a:

8. A **day in this career/job** would involve the following activities:

9. According to **labour market reviews**, my chosen career would likely offer the following **future job openings**: (Go to workbc.ca and provide statistics of the employment openings in this career when you will have completed the training for it.)

10. To **stay current** in this career/job, I would need to:

SECTION 7 – MY FINANCIAL PLAN

This section is your **financial plan for your Plan A Long Term Goal**. Insert these financial tables into your presentation.

INCOME:

Savings	
Family contributions (e.g.RESP's)	
Expected earnings from part or full-time work	
Scholarships and bursaries	
Gifts from relatives	
Other	
Total Income	

EXPENSES:

EDUCATIONAL EXPENSES: (if applicable)	
Tuition for 2 semesters	
Student Fees for 2 semesters	
Textbooks for 2 semesters	
Supplies (pens, notebooks, computer, paper, etc.) for two semesters	
Additional course costs (special equipment, photocopies, field trips) for 2 semesters	
*Subtotal Educational Expenses	*

LIVING EXPENSES: <i>Indicate Parents will pay (P), <u>or</u> Student will pay (S) -----></i>	Amount (P) or (S) &
Rent (at home or on campus? Underline)	
Meals (at home or a campus meal plan? Underline)	
Utilities (phone, cable, internet, hydro, city water charge)	
Extra groceries (healthy snacks)	
Transportation (e.g. car payments, gas, carpool, car maintenance, tires, bus pass)	
Personal (haircuts, cosmetics, shampoo, personal hygiene, laundry & toilet tissue)	
Fitness programs/activities (e.g. gym membership)	
Clothing	
Entertainment (meals & coffee out, videos, Itunes, movies, concerts)	
Medical, dental, eye care	
Gifts	
Trips (vacation, travel between post-secondary institution and home)	
Charitable donations (e.g. tithe)	
* Subtotal Living Expenses	*
TOTAL EXPENSES, Educational and Living (add the 2 cells marked with * to get this total)	

Income minus expenses that student will pay = _____

SECTION 8 – MY HEALTHY LIVING PLAN

To lead a healthy and balanced life after I leave Kelowna Christian School:

1. I will improve my eating habits by:

2. I will manage stress by:

3. I will improve my relationship with God, prayer and other spiritual disciplines (and in so doing will enhance my healthy living plan) by:

4. I plan to **stay connected to a local church** after I leave KCS. If I am moving out of Kelowna, two churches I would like to check out that are close to where I will be living are:

_____ and _____.

If I am staying in Kelowna, a church and/or youth group that I plan to stay connected with is:

_____ and _____.
(church) (youth group)

I have researched on campus ministries and plan on checking out _____.

5. I will **stay fit** by engaging in the following activities:

MY PHYSICAL ACTIVITY LOG

Name: _____

Grade: _____

Goal: The Ministry of Education requirement for **Physical Activity** is **100 hours per year** during **each** of Grades **11 and 12**. *Please include this information in a chart format in your GTP presentation.*

Date	Description of Physical Activity	Hours	Verification by Supervisor / Coach (print name & provide signature)

SECTION 9 – WORK EXPERIENCE LOG / CAREER PLANNING

MY WORK / VOLUNTEER EXPERIENCE LOG

Name: _____

Grade: _____

Goal: The Ministry of Education requirement for work/volunteer experience is **30 hours throughout Grades 10-12. *Please include this information in a chart format in your GTP presentation.***

Date	Description of Work/Volunteer Experience	Hours	Verification (print name & provide signature)

RESUME FORMAT

PERSONAL INFORMATION

Name
Address
Telephone Number
Email address

EDUCATIONAL GOALS AND CAREER GOALS

Indicate the post-secondary educational institutions to which you have applied
Indicate the career path you are planning

EDUCATION

High School (name)	Date attended
Middle School	Date attended
Elementary School	Date attended

AWARDS/SPECIAL RECOGNITION/POSITIONS OF LEADERSHIP

- List by most recent, starting with Grade 12, then Grade 11, then Grade 10

COMMUNITY/SCHOOL ACTIVITIES

This includes any extra-curricular involvement outside of classroom time in either the school or the community.

- List by most recent starting with Grade 12, then Grade 11, then Grade 10
- List all community/school activities and organizations in which you have given of your time
- Include an indication of the number of hours you have committed to each of these involvements

WORK EXPERIENCE

- List work experience placements or relevant job shadows

OTHER TRAINING AND SPECIAL SKILLS

- List workshops, certificates, etc.

REFERENCES

List your references

LETTER OF REFERENCE REQUEST FORM

STUDENT NAME: _____
Date of Request: _____ Letter Required by (date): _____
Purpose of Letter of Reference: Job ___ GTP ___ C.O.B.S.S. Application ___ Scholarship ___ <i>Exact name of scholarship</i> _____
Other purpose for this letter of reference: _____

The letter should be addressed **To Whom It May Concern** OR to the following name and address:

In your letter, please feel free to comment on the following categories:

- | | | | | |
|-----------------------------------|------------------------------------|-------------------------------------|-------------------------|------------------------------|
| Concern for others
Citizenship | Responsibility
Work Habit/Ethic | Commitment to Tasks
Co-operation | Initiative
Integrity | Academics
Realistic Goals |
|-----------------------------------|------------------------------------|-------------------------------------|-------------------------|------------------------------|

School Involvement:

Community Involvement:

Hobbies/Interests:

Volunteer Work:

Previous/Current Employment:

Future Plans:

APPENDICES

EXPLORATION, PLANNING, PREPARATION & FUNDING LINKS

BC Ministry of Education
Education Planner
Work Futures
What's Key
Career Cruising

<http://www.bced.gov.bc.ca/>
<http://www.educationplanner.bc.ca/>
<http://www.workbc.ca>
<http://www.whatskey.org>
www.careercruising.com
User Name – kelownachristian
Password - school

**Explore Post-Secondary Institutions
and Funding**

www.aucc.ca
www.pas.bc.ca/site_map.htm
(to apply to BC Institutions)
www.schoolfinder.com
www.studentawards.com
www.studentscholarshipscanada.com
www.studentscholarship.com

COMPARING COURSES FROM OUT-OF-PROVINCE

BC Council of Admissions and Transfers

www.bccat.bc.ca

BC Transfer Guide

www.bctransferguide.ca

REGISTERING FOR SPECIAL TESTS

LPI (Language Proficiency Index)

www.lpi.ubc.ca

Students who do not make the cut-off percentage in English 12 at their university of choice must write the L.P.I. test.

Test of English as a Foreign Language (T.O.E.F.L.)

www.ets.org

Foreign students may need to write the T.O.E.F.L. exam as a prerequisite for university admission.

SAT (Scholastic Aptitude Test)

www.collegeboard.com

Grade 11 and 12 students who plan to attend an American college/university must write the S.A.T. – with rare exceptions. Students planning to write should register early under “International Registration”. Grade 10 students may write the PSAT.

FINDING DISTANCE EDUCATION COURSES

www.learnnowbc.com
www.openschool.bc.ca
www.bconlineschool.ca