



# SERPENT RIVER FIRST NATION EDUCATION DEPARTMENT

P.O. Box 14  
48 Village Road  
Cutler, Ontario  
POP 1B0

Telephone: 705-844-2009  
Facsimile: 705-844-2736

## PERSONAL EDUCATION PLAN + CAREER ACTION PLAN

### Career Action Plan of

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Career/Occupational Goal

\_\_\_\_\_  
Reasons for Selecting this Career/Occupation

### DIRECTIONS

This career action plan is to assist you to determine and research your educational and/or training needs to get the job you want. This information will enable you to make an informed decision on educational and/or training needs, based on what the labour market will require of you for entry. ***This career action plan must be completed in full.***

*You are required to complete at least **one** job search form but doing all **three** would be to your benefit.*

### The step-by-step process is as follows:

- 1. Read the entire package in order to understand what you will need to do.**
2. Complete “**What Is the Job Market**” research to obtain information on what jobs are out there now and in the future. (*Research using at least 3 sources*)
3. Complete “**The Job I Want**” chart to summarize information obtained. The “What I Still Need to Get” section becomes your education/training plan.
4. Investigate educational and/or training institution(s) and programs by completing the “**Training/Action I Need to Get the Job I Want**” section. Include additional information as necessary for additional certification requirements.
5. Complete the “**Financial Impact**” statement.

*\* The completed career action plan should provide you with a rationale to make a good educational and/or training decision. Completion of this career action plan indicates an understanding of your educational and/or training path and requirements.*

**\* COMPLETION OF THIS CAREER ACTION PLAN DOES NOT GUARANTEE APPROVAL FOR THE FINANCIAL SUPPORT BY SERPENT RIVER FIRST NATION**



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## STEPS IN RESEARCHING THE JOB I WANT

In order to make informed decisions about your education and training needs, you should consider how the education/training applies to a job/career. Understanding the labour market (workforce requirements) can help you make the right choices for your education/training funding application.

This research will help you understand what you will need to get the job/career you want, and ensure that you determine and identify an educational and/or training plan that will allow you to meet entry level requirements in your chosen field.

GET & <u>ATTACH</u> JOB DESCRIPTION	What are the duties and responsibilities of the job?
FUTURE OUTLOOK	What is the outlook for this job? Is it growing? Declining?
EDUCATION/TRAINING	What Training and/ or education is needed to do this job? How can I get it? Are prior Learning Assessments and Maturity Credits an option?
EMPLOYER RESEARCH	Who is hiring? What other employers are in this field? Whom can I talk to?
WAGES & WORKING CONDITIONS	What is the entry wage for this job? Top wage? What is the work environment like?
WHERE TO GO?	Employers are the first recommended contact for your research. Other research info can be obtained from Human Resource Centres, Internet, Library, Friendship Centre, Career College Resources Centres, First Nation Resource People (i.e. Serpent River Economic Development), Online job Banks, etc.

**Informational Interviewing** is effective at every step. Find someone who works in the job you are considering. Ask for an interview (in person or by telephone) to obtain information.

**Online Research** is also effective in providing an overview of current requirements in your chosen field. Current employment postings can be used for this. <http://www.workingincanada.gc.ca> is a great site with current employment postings that will tell you what you should know about your career field.



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## JOB SEARCH NO. 1 - WHAT IS THE JOB MARKET?

This job search is for the position of: \_\_\_\_\_  
(Name of Job)

This information is obtained from an:  Employer  Worker  Other \_\_\_\_\_

What are the educational qualifications needed to obtain this occupation?

\_\_\_\_\_

What work experience requirements are needed to obtain this occupation? \_\_\_\_\_

\_\_\_\_\_

What is the starting wage? \_\_\_\_\_/hr                      What is the top wage? \_\_\_\_\_/hr

What is the working environment like? (Noisy, inside, outside, computer usage, public contact etc.)

\_\_\_\_\_

What are the hours of work? (I.e. full-time, shift work) \_\_\_\_\_

Are there layoffs? (Seasonal?) \_\_\_\_\_

What are the physical requirements? (Bending, heights, heavy lifting, etc.) \_\_\_\_\_

\_\_\_\_\_

Which employers hiring now? \_\_\_\_\_

Where (geographically), is this occupation generally located: \_\_\_\_\_

What are the major responsibilities in this occupation? \_\_\_\_\_

What are the most appealing aspects of this occupation? \_\_\_\_\_

\_\_\_\_\_

What are the least appealing aspects of this occupation? \_\_\_\_\_

\_\_\_\_\_

Are there any special requirements regarding clothing, tools or equipment? \_\_\_\_\_

\_\_\_\_\_



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## JOB SEARCH NO. 2 - WHAT IS THE JOB MARKET?

This job search is for the position of: \_\_\_\_\_  
(Name of Job)

This information is obtained from an:  Employer  Worker  Other \_\_\_\_\_

What are the educational qualifications needed to obtain this occupation?

\_\_\_\_\_

What work experience requirements are needed to obtain this occupation? \_\_\_\_\_

\_\_\_\_\_

What is the starting wage? \_\_\_\_\_/hr      What is the top wage? \_\_\_\_\_/hr

What is the working environment like? (Noisy, inside, outside, computer usage, public contact etc.)

\_\_\_\_\_

What are the hours of work? (I.e. full-time, shift work) \_\_\_\_\_

Are there layoffs? (Seasonal?) \_\_\_\_\_

What are the physical requirements? (Bending, heights, heavy lifting, etc.) \_\_\_\_\_

\_\_\_\_\_

Which employers hiring now? \_\_\_\_\_

Where (geographically), is this occupation generally located: \_\_\_\_\_

What are the major responsibilities in this occupation? \_\_\_\_\_

What are the most appealing aspects of this occupation? \_\_\_\_\_

\_\_\_\_\_

What are the least appealing aspects of this occupation? \_\_\_\_\_

\_\_\_\_\_

Are there any special requirements regarding clothing, tools or equipment? \_\_\_\_\_

\_\_\_\_\_



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## JOB SEARCH NO. 3 - WHAT IS THE JOB MARKET?

This job search is for the position of: \_\_\_\_\_  
(Name of Job)

This information is obtained from an:  Employer  Worker  Other \_\_\_\_\_

What are the educational qualifications needed to obtain this occupation?

\_\_\_\_\_

What work experience requirements are needed to obtain this occupation? \_\_\_\_\_

\_\_\_\_\_

What is the starting wage? \_\_\_\_\_/hr      What is the top wage? \_\_\_\_\_/hr

What is the working environment like? (Noisy, inside, outside, computer usage, public contact etc.)

\_\_\_\_\_

What are the hours of work? (I.e. full-time, shift work) \_\_\_\_\_

Are there layoffs? (Seasonal?) \_\_\_\_\_

What are the physical requirements? (Bending, heights, heavy lifting, etc.) \_\_\_\_\_

\_\_\_\_\_

Which employers hiring now? \_\_\_\_\_

Where (geographically), is this occupation generally located: \_\_\_\_\_

What are the major responsibilities in this occupation? \_\_\_\_\_

What are the most appealing aspects of this occupation? \_\_\_\_\_

\_\_\_\_\_

What are the least appealing aspects of this occupation? \_\_\_\_\_

\_\_\_\_\_

Are there any special requirements regarding clothing, tools or equipment? \_\_\_\_\_

\_\_\_\_\_



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## “THE JOB I WANT” CHART

Summarizing the common requirements indicated through your research, complete the “The Job I Want” Chart.

**This should be specific to the qualification requirements identified through your research**

	REQUIREMENTS FOR THE JOB	WHAT I ALREADY HAVE (NOW)	WHAT I STILL NEED TO GET
<b>FORMAL EDUCATION/TRAINING –</b> (Diplomas or Degrees) i.e. Heavy Equipment Operator certificate, website development diploma, professional accounting designation, etc.			
<b>LICENSES / CERTIFICATES -</b> (Other Specific Training) i.e. Red Seal Endorsement, G Driver’s License, Workplace Hazardous Materials Information System, First AID/ CPR Level C, etc.			
<b>OTHER SKILLS REQUIRED –</b> (Specific skills) i.e. handle multiple projects, work independently, negotiate, calculate, research, heavy lifting, physical endurance, work from heights, intensive physical training, etc.			
<b>WORK EXPERIENCE</b> (Related Experience) i.e. minimum number of years of work experience, particular field, or industry of work experience, etc.			

ACCORDING TO THE ABOVE INFORMATION, MY **NEXT** STEP IS TO PURSUE:

FORMAL EDUCATION / TRAINING  
 (Complete remainder of career action plan)

AND/OR

WORK EXPERIENCE



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## EDUCATION AND/OR TRAINING I NEED TO GET THE JOB I WANT (Preferred Institution)

Name of Institution: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Course/Program: \_\_\_\_\_ Length (# of weeks): \_\_\_\_\_

**Must attach a Course/Program Description**

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(dd / mm / yy) (dd / mm / yy)

Is there "on-the-job-training" or a placement component required? Yes \* No

\*If yes, how many weeks? \_\_\_\_\_ When is the placement component: \_\_\_\_\_

Are there prerequisites for any portion of the program (i.e. CPIC, immunization)? Yes \*\* No

\*\*If yes, what are they: \_\_\_\_\_

Is this an accredited program/course?  Yes  No

Is this course offered:  Full-time  Part-Time  Correspondence  Distance Learning

Video Conferencing \*Other: \_\_\_\_\_

Will you be considered a full time student or part time student in this program?:

Full Time  Part Time

No. of Classroom Hours per Week: \_\_\_\_\_

Are the skills obtained through this course available elsewhere:

Volunteer Work  On-the-job training  Other: \_\_\_\_\_



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## EDUCATION AND/OR TRAINING I NEED TO GET THE JOB I WANT (Alternative Institution)

Name of Institution: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Course/Program: \_\_\_\_\_ Length (# of weeks): \_\_\_\_\_

***Must attach a Course/Program Description***

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(dd / mm / yy) (dd / mm / yy)

Is there "on-the-job-training" or a placement component required? Yes \* No

\*If yes, how many weeks? \_\_\_\_\_ When is the placement component: \_\_\_\_\_

Are there prerequisites for any portion of the program (i.e. CPIC, immunization)? Yes \*\* No

\*\*If yes, what are they: \_\_\_\_\_

Is this an accredited program/course?  Yes  No

Is this course offered:  Full-time  Part-Time  Correspondence  Distance Learning

Video Conferencing \*Other: \_\_\_\_\_

Will you be considered a full time student or part time student in this program?:

Full Time  Part Time

No. of Classroom Hours per Week: \_\_\_\_\_

Are the skills obtained through this course available elsewhere:

Volunteer Work  On-the-job training  Other: \_\_\_\_\_





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## FINANCIAL IMPACT

*This page can assist you in your **personal financial planning** and to determine all other eligible funding requirements & supports **but will NOT affect Post-Secondary Student Support Program Funding***

Monthly Training / Educational Course/ Program Related Expenses:

	MONTHLY COST	TOTAL COST
TUITION (Total cost divided by length of course)		\$
BOOKS/SUPPLIES		\$
CHILDCARE		\$
TRAVEL/TRANSPORTATION (Specify)		\$
Other (specify)		\$
Other (specify)		\$
<b>TOTAL</b>		\$

### MONTHLY EXPENSES:

EXPENSES	AMOUNT
RENT/MORTGAGE	\$
UTILITIES	\$
FOOD	\$
INSURANCE (Home, Auto, Other Please specify):	\$
TRAVEL (Gas, Oil Taxi)	\$
OTHER (please list):	\$
OTHER (Please list):	\$
<b>TOTAL</b>	

### SOURCE OF HOUSEHOLD MONTHLY INCOME IS:

SOURCE	AMOUNT	DATE ENDING (If Known)
EMPLOYMENT INSURANCE	\$	
SOCIAL ASSISTANCE/ODSP/CPP	\$	
FAMILY BENEFITS/CHILD TAX	\$	
CURRENT EMPLOYMENT	\$	
OTHER (please list):	\$	
<b>TOTAL</b>	\$	

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_