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**Crocus Plains Regional Secondary School**  
**Career Development: Life/Work Planning 20S**  
**Course Outline**  
**2026**

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**Teacher: B. Speight**

**Room 216**

**Course Description:** The workforce of the twenty-first century requires life-long learners who are highly skilled and able to respond and adapt to change. The career development curricula have been designed to connect school learning with workplace and labour market realities. The course will provide a smoother transition between high school graduation and more appropriate post-secondary educational programming. The course will help students acquire and apply knowledge and skills to make appropriate decisions for life, work, and the essential post-secondary education/training that is required in today's economy. The course is designed to teach students how to balance their lives, learning, and work, while becoming self-reliant and independent. Career Development: Life/Work Planning gives students a chance to explore potential occupations and demonstrate employability and occupational skills through visitor presentations, volunteerism, community placements, etc.

**Units of Study:**

**Unit 1: Personal Management**

- **GLO A:** - Build and maintain positive self image
- **GLO B:** - Interact positively and effectively with others
- **GLO C:** - Change and grow throughout life.

**Unit 2: Career Exploration**

- **GLO D:** - Locate and effectively use life/work information.
- **GLO E:** - Understand the relationship between work and society/economy
- **GLO F:** - Maintain balanced life and work roles.
- **GLO G:** - Understand the changing nature of life/work roles.

**Unit 3: Learning and Planning**

- **GLO H:** - Participate in lifelong learning supportive of life/work goals.
- **GLO I:** - Make life/work enhancing decisions.
- **GLO J:** - Understand, engage in, and manage own life/work building process.

#### **Unit 4: Job Seeking and Job Maintenance**

- **GLO K:** - Secure/create and maintain work

#### **Unit 5: Career and Community Experiences**

This unit draws upon all student learning outcomes, targeting those that individual students need to focus on. In addition to individual learning outcomes, the following GLOs will be revisited:

- **GLO D:** - Locate and effectively use life/work information.
- **GLO J:** - Understand, engage in, and manage own life/work building process.

#### **Evaluation Format:**

Course Work and Assessments	80%
Employability Skills	5%
Final Assessment	15%

#### **Educational Expectations**

##### **1) Respect**

- Students will respect one another, the school's property, and the teacher. In turn, the teacher will respect the students.

##### **2) Responsibility**

- Each student will take ownership and responsibility for his or her own actions. Students have the responsibility for being punctual, completing his or her schoolwork, and submitting assignments in 'on time'. Extensions **may** be considered depending on the circumstances.
- "Deadlines are set after making sure a sufficient amount of time is given to provide the student with the opportunity to demonstrate the knowledge, skills, attitudes, and behaviours being assessed. It is also important for the parent and student to realize that deadlines are set so an accurate assessment can be taken to reflect how well the student's knowledge is being retained and their skills developed throughout the course at varying intervals." **(Success For All Learners Document – Department of Education)**

##### **3) Teamwork**

- Students will work, 'as a team' to accomplish team goals rather than focusing on individual goals. If a student is finished his or her schoolwork early, then he or she can assist other students who may need assistance.

##### **4) Productivity**

- Every student must utilize class time to complete the assigned work. Sufficient class time will be given to complete class assignments, projects and tests.
- Microsoft Teams will be used for course content and communication.
- Cell phone provincial policy will be followed.

### 5) Punctuality

- Students are expected to be punctual and attend all classes. Any absences are to be excused by the student's parent(s) or guardian(s).
- If you miss a class or classes, it is your responsibility to find out what work you missed.

### 6) Plagiarism

- Students are expected to be “doing their own work, following timelines, and giving credit when they borrow the ideas of others.” (**Provincial Assessment Policy**)
- Copying from another student or from the internet will not be tolerated.

### 7) Assessment

- Student's progress can be monitored through PowerSchool. Students and parents/guardians are encouraged to check their marks regularly.
- Assignments are to be handed in on time.

I want students to be successful, so I am providing extra help to students outside of class as well as during regular class time. I'm available for extra help at noon hour or after school. There is also an opportunity for peer tutoring at these times.

I will be checking daily work completed by the students on a regular basis. It is extremely important that the students complete the daily work, so they are prepared for the unit tests. If parents have any questions or concerns, they should feel free to contact me at (204) 729-3900 or [speight.brock@bsd.ca](mailto:speight.brock@bsd.ca). I believe that when teachers, students and parents work together as a team, students have a much better chance of academic success.