



LIFE LEARNING CHOICES: CAREER PORTFOLIO

Overall Expectation. *Students will* use resources effectively to manage and explore life roles and career opportunities and challenges.

SLO: L- 6.1 to L- 6.4

Objective. Islamic Servant leadership (ISL) has many useful concepts that can be applied to individual to help him/her to run more effectively and efficiently. Moreover, ISL is important for its holistic views of corporations, individuals and communities, and how to protect and encourage their well-being. Keep with this in mind, the purpose of the Career Portfolio is to demonstrate your understanding of the career planning process. The Career Portfolio is a collection of purposefully collected items that you gather to illustrate your knowledge, skills, values, abilities, and interests. These items will reflect the experiences you have had both in and out of school.

→ **Resource to use.**

www.careercruising.com username: CSC Password: careers	Government of Canada Job Bank https://www.jobbank.gc.ca/explorecareers.do	Government of Canada NOC Classifications http://noc.esdc.gc.ca/English/home.aspx
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Your portfolio must include these entries

→ career research -reflect on this collection of items

Part A

To help you get started on your career research, go to Career Cruising <http://careercruising.com> and **click on top heading "Career"**.

Pick one to research – Make sure it is of interest to you!

From the results listed, my career to research is: _____

Complete the following questions in complete sentences. (Do Not Cut and Paste)

1. **Job Description.** brief description of job, any personality traits that are helpful, and special skills needed.

2. **Working Conditions.** the usual hours of work (shift, overtime, weekends etc), are there any age, gender, or physical requirements? Physical layout of the workplace (office, outside etc.) Hazards or risks of the job.

3. **Wages and Earnings.** is it salary? Do you get paid overtime? What is the starting wage? Top wage? Average wage? Future wages? Any benefits such as extended medical, dental, insurance etc?

4. **Career Path.** Where do you begin in this career? How do you move up? What is the outlook at present? What are the different levels? How are they different?

5. Education and Training Requirements: describe the education/training or work experience required for this occupation. Include the type of education, length of training, and cost of training. Do you need special licenses or certificates? Does the work involve technology?

Part B

Identify One post-secondary institutions/training schools or on the job training opportunities where you could develop the skills and knowledge required to gain employment in your chosen career. Give a brief description using complete sentences. **(Do not cut and paste)**

Sample Answer

Post secondary Institution/training location	i.e. University of Victoria
Name of program	Bachelor of Education-focus in Social Studies
Brief Description	This is a five-year degree program where I will specialize in teaching at the secondary level, it will also include a practicum.
Why I want to learn/train here	I think I would like to stay close to home so that I can live at my parents and save money by not paying rent. Also, this school does not have tones of students, so hopefully the classes will not be too big. When I graduate, I think that I would like to teach in Victoria, so it seems logical to complete my education here.

Post secondary #1

Post secondary Institution location	
Name of program	
Brief Description	
Admission Requirements	
Courses Studied – First Year	
Why I want to learn/train here	

Part C

Education Path. identify the courses that best fit your focus area/career choice that you would consider taking in grades 11 & 12.

Part D

Work Experience/Volunteer Experiences/External Courses

Often you have performed valuable skills that assist you in pursuing your chosen career. Briefly describe two community programs or projects that you could be involved in to gain additional skills or experience related to your career choice.

Part E

Networking

Briefly describe a network of 5 people who could help you achieve your chosen career goal. These could be teachers, coaches, counselors, neighbours, friends, and/or relatives. Name the person, describe the relationship and briefly describe how they could help you.

Name	Relationship	How They Can Help
1.		
2.		
3.		
4.		
5.		

Part F

→ personal achievements

❖ minimum of two (2) personal items --copies or photos only - (see suggestions at the next page)

Part G

→ volunteer experience (minimum 5 hours) - reflect on the use of volunteer hours to gain experience and networking opportunities; **evidence of volunteer/community service** –outline of what you have done or plan to do –detail the skills you have developed – For an example: a reference letter.

Part H

The Wrap Up

→ This is where you need to reflect on all the information you have gathered and write a paragraph(s) that tells me why you are or are not still interested in pursuing the career you have researched. It should be typed and approximately 200–300 words.

Suggested Helpful Hints.

- Remember to avoid restating what you did in the assignment. Focus on what you have learned, how you can make use of the information, and what it reveals about you to other people.
- Important skills that are transferrable to many situations like organization, presentation, your ability to use the computer and your research / analysis skills need to be demonstrated in your portfolio.
- Keep in mind that you will be discussing the contents of your portfolio with an interviewer (i.e. Br. Mustafa).

Your portfolio should be well organized, attractively presented and include thoughtfully selected items.

PERSONAL ITEMS TO COLLECT

These items tell a story about something important that you have done and/or they are a permanent record of an accomplishment.

Scan or photograph these items – originals should never be submitted.

SUGGESTIONS

ACADEMIC

- report cards for grade 5 and 6
- special academic awards
- poem/drawing
- contest entries
- honour distinction awards
- academic awards
- First Aid and CPR certificates
- photos of award presentations
- photos of you demonstrating specific skills (cake decorating, hair dressing, rebuilding an engine, etc...)

PERSONAL MANAGEMENT

- reference letters
- sports/dance certificates
- awards/certificates
- swimming certificates
- any extra-curricular activities so you can show how you manage your time
- written stories/poems
- babysitting certificates
- referee's card
- attendance certificates

TEAMWORK

- collage
- reference letters
- sports/ dance certificates
- swimming certificates
- awards/certificates
- evidence of participation in team related activities (photos, participation medals, etc.)
- ribbons

LIFE LEARNING CHOICES: CAREER PORTFOLIO Rubric

Date: __/__/____ (dd/mm/yyyy)

Term: ☒ 1 ☒ 2

Name: _____

Assessment type: ☒ D ☒ F ☒ S

Overall: Mark//Level: __/__; Class Average: __ Parent Signature: _____

Level Criteria	Excellent Level 4	Proficient Level 3 79% 72% 65%	Adequate Level 2	Limited* Level 1	Insufficient/ Blank*
Knowledge/ Understanding (_/2)	* All assignments are present. Work demonstrates comprehensive understanding of career planning process. *Thorough decision-making methods, to set learning, community and/or work goals, are demonstrated	* All assignments present. Work demonstrates considerable understand-ing of career planning process.*Considerable decision-making methods, to set learning, community and/or work goals, are demonstrated	* Most assignments present. Work demonstrates some understanding of career planning process. *Some decision-making methods, to set learning, community and/or work goals, are demonstrated	* Incomplete or work demonstrates limited understanding of career planning process. *Limited decision-making methods, to set learning, community and/or work goals, are demonstrated	No score is awarded because there is insufficient evidence of student performance based on the requirements of the assessment task.
Technology (_/2)	* Available technology resources are used in assignments, research, display and organization of entire portfolio	* Some use of available technology resources is demonstrated in assignments, research, and organization	* Limited use of available technology is evident in the organization and a few assignments	* Minimal use of available technology evident in research and organization	
Organization & Presentation (_/2)	* Every aspect of the portfolio is complete, clearly organized and exciting to look at. Items are attractively presented.	* Most of the portfolio is complete, neat and clearly organized. Items are attractively presented.	* Not all of the portfolio is complete, organized or suitably presented.	* Few entries are included. Most of the portfolio is disorganized and messy. Items are difficult to understand.	
Reflection (_/3)	* The reflections are a thoughtful review of the portfolio contents. They focus on achievements of the student with great depth, and demonstrate an insightful understanding of the career planning process	* The reflections provide a review of the portfolio contents. They usually touch on the achievements of the student with some depth and provide some understanding of the career planning process.	* The reflections provide an incomplete review of the portfolio. Reflections focus on the achievements of the student with description of the assignments only and indicate minimal insight into the career planning process.	* The reflections provide very little review of the portfolio. They are lacking in focus, depth, or do not provide insight into the career planning process.	
Days Late (_/1)	0	1	2	3++	--Not Hand In

Teacher’s Comments – Area for Growth and Action Plans (if below “level 2”):

☐ Please use the given time in the classroom wisely by *asking questions to further clarify the assignment or focus on the task at hand*. Also, you need to follow the sample work shown in the class (*if applicable*) as a guideline to achieve *level 3* in this rubric.

Sample Resume - High School - No Work Experience

FirstName LastName

6 Pine Street, Arlington, VA 12333

home: 555.555.5555

cell: 566.486.2222

email: phjones@vacapp.com

Education

Arlington High School, Arlington, Virginia

2002 - 2006

Experience

Pet Sitter

2004 - Present

- Provide pet sitting services including dog walking, feeding and yard care.

Child Care

2002 - Present

- Provide childcare for several families after school, weekends and during school vacations.

Achievements

- National Honor Society: 2004, 2005, 2006
- Academic Honor Roll: 2002 - 2006

Volunteer Experience

- Big Brother / Big Sisters
- Arlington Literacy Program
- Run for Life

Interests / Activities

- Member of Arlington High School Tennis Team
- Girl Scout
- Piano

Computer Skills

- Proficient with Microsoft Word, Excel, and PowerPoint, and Internet

Sample Interview Questions:

These are some sample questions that you may be asked as part of a job interview. In an interview you will need to think on your feet and respond quickly, so **being prepared** for these “standard” interview questions is a good way to reduce your own stress and market yourself to an employer.

- 1. What applicable attributes / experience do you have?**
- 2. Do you prefer to work independently or on a team?**
- 3. How do you handle stress and pressure?**
- 4. What has been your biggest accomplishment?**
- 5. Give examples of how you have worked as part of a team.**
- 6. Describe a difficult work situation / project and how you overcame it.**
- 7. Describe a time when you had to work with someone that you disagreed with. How did you handle this situation?**
- 8. Why should we hire you?**