**Student:** **Date:**

| **Outcomes** | **R** | **D** | **C** | **A** | **Changed Outcomes** |
| --- | --- | --- | --- | --- | --- |
| **Unit 1 – Personal Management** | | | | | |
| 1.0 develop and maintain a Personal Career Plan (PCP) |  |  |  |  |  |
| 2.0 identify the concept of career development |  |  |  |  |  |
| 3.0 analyze the complexity of career development |  |  |  |  |  |
| 4.0 explore self-awareness of personal management skills |  |  |  |  |  |
| 5.0 demonstrate effective decision-making and goal- setting |  |  |  |  |  |
| 6.0 recognize how health and wellness can impact careers |  |  |  |  |  |
| 7.0 develop strategies to achieve a positive life/work balance |  |  |  |  |  |
| **Unit 2 – Financial Literacy** | | | | | |
| 8.0 distinguish between needs, wants and consequences with consideration of self, others and society |  |  |  |  |  |
| 9.0 evaluate personal resources |  |  |  |  |  |
| 10.0 create a personal budget |  |  |  |  |  |
| 11.0 explore the process of developing a financial plan |  |  |  |  |  |
| 12.0 integrate personal values, goals and lifestyle choices into a financial plan |  |  |  |  |  |
| 13.0 evaluate strategies for saving money |  |  |  |  |  |
| 14.0 examine the benefits of work |  |  |  |  |  |
| 15.0 interpret the information on a pay stub |  |  |  |  |  |
| 16.0 explore why taxes are paid and how taxes are used |  |  |  |  |  |
| 17.0 discuss personal income tax |  |  |  |  |  |
| 18.0 examine ways to protect your personal financial identity |  |  |  |  |  |
| 19.0 explain the role of credit and debt in personal finance |  |  |  |  |  |
| 20.0 explain the purpose of insurance |  |  |  |  |  |
| **Unit 3 – Life/Work Exploration and Employability Skills** | | | | | |
| 21.0 describe the purpose of labour market information (LMI) |  |  |  |  |  |
| 22.0 evaluate how LMI can be used when making life and work decisions |  |  |  |  |  |
| 23.0 generate strategies to pursue volunteer and paid positions |  |  |  |  |  |
| 24.0 develop strategies for changes in employment status |  |  |  |  |  |
| 25.0 create documents for the job application process |  |  |  |  |  |
| 26.0 demonstrate skills necessary to prepare for and participate in a job interview |  |  |  |  |  |
| 27.0 develop personal marketing strategies |  |  |  |  |  |
| **Unit 4 – Preparing for Life/Work Transitions** | | | | | |
| 28.0 explore a variety of post-secondary programs |  |  |  |  |  |
| 29.0 develop a plan to transition from high school to post-secondary education/training and/or the world of work |  |  |  |  |  |
| 30.0 examine the intent of the Labour Standards Act and how it applies to young workers |  |  |  |  |  |
| 31.0 explain the legal rights and responsibilities of employers and employees with regard to occupational health and safety |  |  |  |  |  |
| 32.0 evaluate elements of workplace etiquette and culture |  |  |  |  |  |
| 33.0 assess the dynamic nature of the workplace |  |  |  |  |  |
| 34.0 recognize that life and career transitions are continuous |  |  |  |  |  |
| 35.0 demonstrate learning by sharing the personal career plan |  |  |  |  |  |