

GLN40 - Navigating the Workplace, Grade 12, Open

This course provides students with opportunities to develop the workplace essential skills and work habits required for success in all types of workplaces. Students will explore occupations and careers of interest through participation in real workplace experiences. They will make plans for continued learning and work, work with others to design learning experiences, and investigate the resources and support required to make a smooth transition to their postsecondary destination.

Essential Skills for Working and Learning - Overall Expectations

- demonstrate an understanding of the workplace essential skills necessary for success in life, school, and work;
- demonstrate effective use of literacy and numeracy strategies that support the application of the workplace essential skills to complete specific tasks in real or simulated workplace settings;
- demonstrate effective use of learning and thinking strategies in school and in real or simulated workplace settings;
- plan for, assess, and document their ongoing development and demonstration of selected workplace essential skills.

Personal Management - Overall Expectations

- demonstrate an understanding of their interests, strengths, and needs, and describe how these influence their postsecondary education, training, and career plans;
- identify and describe self-management and teamwork skills and strategies, and use them effectively in working with others in real or simulated workplace settings;
- identify and effectively apply strategies for managing time, planning tasks, and managing personal finance

Exploration of Opportunities - Overall Expectations

- demonstrate the ability to research information about learning and work opportunities, using print, electronic, and human resources;
- describe occupations of interest and the postsecondary education or training required for these occupations;
- demonstrate an understanding of the nature of work and of workplace expectations and issues;
- identify, explain, and follow health and safety policies and procedures in school and in the workplace.

Preparation for Transition and Change - Overall Expectations

- identify the possible changes they will encounter in the transition from secondary school to their first postsecondary destination, and develop strategies and resources to manage this transition;
- produce plans for a smooth transition to their selected postsecondary destination;
- apply job-search strategies, tools, and resources to find or create opportunities for work and for learning about work.