

COURSE CTR3010: PREPARING FOR CHANGE**Level:** Advanced**Theme:** Career Readiness**Prerequisite:** CTR1010 Job Preparation**Description:** Students develop knowledge and skills relating to the changing labour market, and relate these changes to analyzing and refining personal career plans.**Parameters:** No specialized equipment or facilities.**Curriculum and Assessment Standards**

General Outcomes	Assessment Criteria and Conditions	Suggested Emphasis
<p><i>The student will:</i></p> <ul style="list-style-type: none"> analyze the role of government and labour unions in relation to employers and employees gather and analyze appropriate labour market information related to selected occupations and incorporate the findings into a personal career plan demonstrate basic competencies. 	<p><i>Assessment of student achievement should be based on:</i></p> <ul style="list-style-type: none"> listing and describing labour-related issues regulated by: <ul style="list-style-type: none"> – federal government – provincial government – municipal government explaining the roles played by: <ul style="list-style-type: none"> – labour unions – professional associations preparing and presenting a: <ul style="list-style-type: none"> – personal career plan – current employment profile. <p><i>Assessment Tool</i> <i>CTR1010/2010/3010: Career Readiness Courses</i></p> <ul style="list-style-type: none"> observations of individual effort and interpersonal interaction during the learning process. <p><i>Assessment Tool</i> <i>Basic Competencies Reference Guide and any assessment tools noted above</i></p>	<p></p> <p>10 10 10</p> <p>10 10</p> <p>30 20</p> <p>Integrated throughout</p>

COURSE CTR3010: PREPARING FOR CHANGE (continued)

Concept	Specific Outcomes	Notes
Employability Skills	<p><i>The student should:</i></p> <ul style="list-style-type: none"> • explain the importance of networking in locating employment opportunities • prepare an updated personal résumé • complete and present a current personal employment portfolio. 	
Expectations, Rights and Responsibilities	<ul style="list-style-type: none"> • identify and describe areas of federal, provincial and municipal regulation and control that affect selected businesses and industries • identify and describe the role of labour unions and professional associations for employees and employers • explain the concept of “labour negotiations” between employees and employers. 	
Transition	<ul style="list-style-type: none"> • explain why changing jobs is a natural and essential step in pursuing career goals • describe the employment patterns that are emerging in relation to: <ul style="list-style-type: none"> – number of employees – length of employment – location of workers – types of employment • identify and describe job retraining programs and further education/training opportunities within a selected occupation(s) • demonstrate knowledge and skills in determining when retraining or further education is most appropriate • identify and explain how societal factors may affect an occupation • identify and discuss some of the major changes that have or are occurring within selected occupation(s) • identify sources of current labour market information • analyze current labour market information and predictions to identify employment trends within a selected occupation(s) • prepare and present a personal career plan that includes a plan for job training and/or post-secondary education. 	