

## Lesson 3: Making a Long-Term Plan

Your long-term career plan will cover the things you need to address from next year and forward. Although the goals relate to things in the future, there may be actions you need to take now to achieve them. For example, you need to take particular courses in high school or save for future needs. You probably already established some of these goals in the previous lesson.

To help organize your planning, set up file folders or electronic folders with information and planning details for your career topics. Topics might include

- post-secondary education
- apprenticeship
- work
- relationships
- finances



### Post-secondary Education

Achieving the education you need depends on both your short-term and long-term goals. To determine your long-term goals, you need to look at what education you need after you leave high school. You have already completed some research into the education required for your chosen careers. Research the details on your choice of apprenticeship, technical institute, college or university. You will need to know admission requirements, application deadlines, length of the program, and costs of tuition, books, and materials.

Once you have gathered all these details, you need to work them into goals and action plans to make them become reality. What are the things you need to do now? For example, you may need to take a particular math course or volunteer in a certain area to build transferable skills. Begin gathering the documentation, recommendations, and other items you need for applying. Set up a schedule showing key dates so you don't miss deadlines for applications, scholarships, and bursaries. Visit the institution's website often to stay current with new information.

## Apprenticeship



If you are thinking of obtaining an apprenticeship, you need to do much of the same research as suggested for post-secondary education. Focus your research on technical institutes such as the Northern Alberta Institute of Technology (NAIT) and the Southern Alberta Institute of Technology (SAIT), as most apprenticeship programs in Alberta are handled by them. Also research the trade you are interested in. What trade organizations can provide you with more information? Find out the requirements of the apprenticeship programs and make a plan on how to meet those requirements. Keep track of application deadlines. Also research financial compensation you might receive during your apprenticeship.

## Finances

As you discovered in Module 2 of this course, you need to set financial goals. If you plan on further education, you will need to calculate your living expenses while you are studying: housing, food, transportation, tuition, books and supplies. Then examine what financial resources you will have, what your family can contribute, and whether you will need to work while studying. Will you be able to live at home or will you need to move away to attend school? You will need to research student loans and opportunities for scholarships and bursaries. These calculations should be made now. If you do not have enough money to cover your costs, what can you do? Perhaps you will need to begin part-time work to save money. Check into scholarships and bursaries to find out which you might be eligible for, the information required on the applications, and the application deadlines.

If you are planning on going straight to work after high school, it is still valuable to calculate now the expected month-to-month expenses you will encounter. Compare those expenses to the wages earned at your planned job. Will you be able to support yourself to the degree you want? Maybe adjustments will be needed in the type of housing, transportation, and so on, that you will be able to afford. It is also wise to take courses in high school that will give you the option of taking post-secondary education in the future.



## Work

Besides considering financial feasibility, you need to become informed about the types of jobs you are interested in. The jobs may not require post-secondary education, but what skills and qualities do they require? You need to begin building those skills and qualities now.

Often jobs require previous experience. Sometimes you can gain experience by volunteering in related areas. You can choose your high school courses to give you background requirements for the job. You have covered much of this topic in other parts of this module. Make your action plan now for success in your future jobs.

## Relationships



You are approaching a time of change in your life. How will relationships with friends, family, and boyfriends or girlfriends be affected by the changes that are about to take place in your life?

What impact will your choices of career and education have on your present relationships? How might this affect your long-term plan?

Sometimes trade-offs will need to be made, especially if you need to move from your home community. You will need to plan for ways to maintain those relationships that matter most to you.

## Some Final Tips

Following are some tips to help you in putting together your long-term career plan.

### Be Familiar with Post-secondary Resources



If you plan to take further education after high school, become familiar with the resources for post-secondary educational institutions.

Review the information you gathered in the previous lesson about educational programs. You may want to do further exploration of the many educational institutions that offer programs on careers that interest you. Your school counselling office will have career information. The counsellors can help explain the information. The office may also have information on colleges or universities outside of Alberta that offer programs that interest you.

An extensive list of Internet sites for key schools was provided in the previous lesson. Many of those sites also have information on available scholarships and bursaries.

It is worth visiting a number of these sites again to see what each offers. The information they give can help you decide on what programs you want and help you to set out plans to reach your goals.

### Be Flexible

As your life changes, you will need to re-evaluate your goals and plans. Maybe you will inherit enough money from a relative to pay for your education. Perhaps your partner's plans change and he or she will be moving to a different city. You might choose to move as well to maintain the relationship. You must really focus on achieving your goals, but at the same time, be flexible. In other words, be prepared to adapt your plans to changes that may occur.

## Recording Your Long-term Plan

You're ready to put together your long-term career plan. The next step is to record your plan. Create a chart or database to record your long-term goals and the actions you plan to take to achieve those goals. Use headings similar to those shown in the chart that follows.

Career Goal:		
Sub-Goals	Plans for Achieving Each Goal	Timeline/Deadline

Write your main goal at the top of the chart. For example, write “Entrance requirements for Legal Secretary.” You then break down the large goal into smaller, step-by-step goals—sub-goals. Enter these in the first column. An example of a sub-goal might be “obtain high school diploma.” In the middle column, record the precise actions you will take to achieve each sub-goal. An example of an action plan for obtaining a high school diploma might be “complete English 30-1.” In the third column, write actual dates for accomplishing each goal; for example, the deadline for completing a scholarship application.

**Compare your answers with the Suggested Responses at the end of the lesson.**

Go to page 4 of Assignment Booklet 3B and respond to question 3 of Section 3.

## Looking Back; Looking Ahead

In this lesson, you continued with your goal-setting and plans of action for achieving those goals. You should now have a very good understanding of all you need to do so you can move successfully into the career of your choice. In the next lesson, you will explore the world of entrepreneurship.

## Suggested Answers

Charts or databases will vary. Following is an example.

Career Goal: Entrance requirements for Dental Technology at NAIT		
Sub-Goals	Plans for Achieving Each Goal	Timeline/Deadline
High school diploma, with minimum 75% average, including English 30-1 or 30-2, Biology 30, Math 30 Pure or Applied. One of Sci 30, Chem 30, Phys 30, Math 31, Social 30, or 30-level language other than English	Complete English 20-2 Complete English 30-2 Complete Biology 30 Complete Pure Math 20 Complete Pure Math 30 Complete Physics 20 Complete Physics 30	Jan this year Jan next year Jan next year Jun this year Jan next year Jan this year Jun next year
Immunizations for Hepatitis B, Mumps, Red measles, and Rubella;	Get Hepatitis B shot Collect proof of immunization for Mumps, Red measles, and Rubella	Feb next year This month
Standard First Aid Level C-CPR certificate	Register in St. John's Ambulance CPR course	March this year
Basic computer literacy, including word processing, spreadsheets, Internet and e-mail	Practise word processing and spreadsheet skills; Know Internet and e-mail	Focus on through high school course work
Apply for Millenium Alberta Rural Incentive Bursary	Complete the Application for Financial Assistance with the Alberta Student Assistance Program	March next year
Career investigation report	Go to NAIT website for details and form	February next year

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