



Career Trek Planning Resources for your Future

Career planning is very exciting and there is a wealth of information that is available to help you. Since Career Planning is a life long venture, don't overwhelm yourself by trying to do it all at once. As you review these websites you will find a wealth of helpful information. Take time to do the research, and remember to reach out when you have questions or need help.

The following information has been divided into five categories: *Exploration and Planning Resources, Post-Secondary Institutions, Financial Planning, Student Jobs, Volunteer and Leadership Opportunities, and Career Development Resources for Educators*. Each section is intended to provide you and your family with a list of resources to begin exploring and planning your career journey.

The following resources have been chosen by Career Trek's Career Development Specialist, Ruth Stargardter, to assist students and their families in the important task of career planning. Each entry will provide a short description of what the resource offers. Simply click on the title and you will be taken directly to the resource.

Career planning and development can be a difficult and challenging task. Starting early and doing a bit at a time can help to reduce stress and help you become more aware of the exciting career opportunities available.

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Exploration and Planning Resources

[Career Cruising](#)

Career Cruising is a comprehensive internet based career exploration and planning tool that students and parents can use to explore career and education options and to develop a career plan. It is a wonderful tool to help students prepare a Career Portfolio. It also assists with job preparation skills such as preparing a resume, and preparing for an interview. It is a great source of information about post secondary institutions as well as awards and financial information. Career Cruising can be accessed anywhere as long as you have Internet access. To obtain access, please contact Ruth Stargardter at rstargardter@careertrek.ca or at (204) 944-1800 ext. 162.

[Career Destination: Manitoba](#)

Career Destination Manitoba is an online career development resource created to solve Manitoba's skills shortages. It aims to meet the human resource need of Manitoba's growing economic sectors by engaging youth in online exploration of workplaces and educational pathways.

Career Destination: MANITOBA is a collaborative storytelling engine, enabling contributors to tell the stories of successful Manitoban workers with interactive multimedia captured from the workplace.

You can search by occupational field, school subject, education level, and industry sector. Career profiles or Manitoba workers are also available.

[Focus on the Future](#)

This site contains information about graduation requirements for Manitoba High School students and it also contains planning tools for you to work on as you consider your future education and career path.

[Human Resources and Social Development Canada](#)

This site contains a wealth of information about education, training, and employment as well as the National Occupational Classification system that can provide you with detailed information about various careers.

[Human Resources and Skills Development Canada](#)

This site contains information on jobs and training, a link to Service Canada, Canada Student Loans and Grants, and Labour Market Information.

[Manitoba Career Development](#)

This site is operated by the Province of Manitoba and includes Gateway, a five-step decision making model to help you with life-long career development planning. The process includes:

1. Evaluating Myself
2. Exploring Options
3. Making Decisions
4. Setting Goals
5. Putting My Plan Into Action

Each step has a multitude of resources to help you clarify your career path.

[Manitoba Education and Literacy, Career Development](#)

Manitoba Education and Literacy has a website with resources for students and parents including:

- Focus on the Future: A Parent and Student Guide to Senior Years Graduation Requirements
- Focus on the Future: Career Planning Begins at Home
- What's New section.

[Manitoba Parent Resource Site](#)

This site has resources for parents regarding every stage in a child's life from pregnancy to the teen years including, education and career development aids.

[A Self-Managed Career Portfolio Guide](#)

This portfolio offers a framework for individuals to guide and capture all aspects of their career development, including self-assessment, goal setting, skill identification, career and educational transition, getting and keeping work, and lifelong personal development. As an ongoing developmental process, the career portfolio provides documentation of the past and offers a guide to the future.

[Manitoba WorkinfoNET, Manitoba WorkinfoNET Aboriginal, and Manitoba](#)

[WorkinfoNET Youth](#)

This site provides information and resources on education and training, employment opportunities, career planning, learning options, and information on upcoming events. WorkinfoNET provides information and resources on education and training, employment opportunities, career planning, learning options, and information on upcoming events.

[Vector](#)

Vector is a career exploration and planning tool with a video library of over 100 vignettes profiling a wide variety of career options.

[Service Canada: Services for Youth and Students](#)

This site is geared toward youth and students and has a wealth of information that can help in the career exploration and planning process. Information for youth ranges from planning a career and learning new skills to finding a job. The resources for students are extensive and include information on apprenticeship grants and loans to work experience programs.

The site also includes a section on Life Events, which include information on topics like buying a home and starting a business.

[Real Game](#)

This game provides school-to-work scenarios including simulated occupational experiences. Learn about the life consequences of decision-making. You can sample various occupations, incorporate role playing and learn about the skills, interests, beliefs, values, work habits, and personal qualities that enable one to have a satisfying life in a constantly changing work world. This is a fun way to develop employability skills.

The Real Game series includes games for a variety of age levels:

The Play Real Game, Ages 6 - 8, Grades 3 / 4

The Make it Real Game, Ages 8 - 10, Grades 5 / 6

The Real Game, Ages 11 - 13, Grades 7 / 8

The Be Real Game, Ages 14 - 15, Grades 9 / 10

The Get Real Game, Ages 16 - 18, Grades 11 / 12

[Alliance of Sector Councils](#)

The Alliance of Sector Councils is a national body that brings together 37 sector councils and sector-like organizations. Their website has resources on Aboriginal Engagement, Career Resources, Education, Labour Market Information, Workplace Learning, and more.

[Alliance of Manitoba Sector Councils](#)

The Alliance of Manitoba Sector Councils serves 18 Manitoba sectors and provides a variety of services including workshops, outreach, programs, and speakers. This site links to each of the member sector websites where education and career resources specific to that sector can be located. Member sectors include:

- Arts and Cultural Industries Association of Manitoba
- Canadian Manufacturers and Exporters of Manitoba
- Film Training Manitoba
- Information and Communication Technology Association of Manitoba
- Life Science Association of Manitoba
- Manitoba Aerospace
- Manitoba Aviation Council
- Manitoba Construction Sector Council
- Manitoba Customer Contact Association
- Manitoba Environmental Industries Association
- Manitoba Association of Not-for-profit Organizations
- Manitoba Food Processors Association
- Manitoba Music
- Manitoba Print Industry Association
- Manitoba Tourism Education Council
- New Media Manitoba
- Northern Manitoba Sector Council
- Workplace Education Manitoba

[Apprenticeship Manitoba](#)

Here you will find the information to get started as an apprentice, register for technical training, implement an apprenticeship program in your workplace, challenge the exam for your Certificate of Qualification and much more.

This site includes links to general trades and industry training information, training providers, union listings, professional associations, Manitoba Government contacts, Federal Government contacts, and Canadian apprenticeship contacts.

To view a trades and apprenticeship job search engine visit www.careerintrades.ca.

[National Education Association of Disabled Students](#)

The National Educational Association of Disabled Students is a consumer organization, with a mandate to encourage the self-empowerment of post-secondary students with disabilities. This

site provides education, employment, and research information designed specifically for disabled students.

[Skills Canada Manitoba](#)

Skills Canada Manitoba is a not-for-profit charitable organization that works with employers, educators, and governments to educate Manitoba youth on the benefits of working in the skills trades and technology sectors. The site has various resources for students thinking about entering a skilled trade.

[University of Manitoba Occupational Information](#)

The University of Manitoba Student Counselling and Career Centre has compiled a list of approximately 200 careers and linked them to specific educational and career development resources. If you are curious about where to find information on a specific field or career this is a good place to begin.

[University of Winnipeg Career Exploration](#)

The University of Winnipeg Career Services Department provides a range of services from counseling to career planning for registered students.

Post-Secondary Institutions - Education and Training

[School Finder](#)

This is a great site to help you locate post-secondary educational institutions, specific programs, and financial assistance for various undergraduate and graduate programs.

Universities

[Brandon University](#) - offers degrees in arts, business administration, science, music, education and health studies.

[Canadian Mennonite University](#) - combines the resources of three colleges: Canadian Mennonite Bible College, Concord College and Menno Simons College. A variety of degrees and choice of educational settings is available.

[Université de Saint-Boniface](#) - is the only French-language post-secondary educational institution in Western Canada. It offers university (arts, science and education) as well as vocational (childcare, business administration, data processing and office management) programs. CUSB's Division de l'éducation permanente has provided important continuing education services in professional development and general interest courses in computers, community development and language. The Collège is affiliated with the University of Manitoba and offers U of M degrees.

[University of Manitoba](#) - Most academic units offer graduate studies programs leading to masters or doctoral degrees and a wide array of courses are also offered through their Continuing Education and Distance Education divisions.

[The University of Winnipeg](#) - The University of Winnipeg provides undergraduate and select graduate programs. The campus also includes a high school Collegiate, professional and applied continuing education for adult learners, and comprehensive English language programs. The university offers over 800 courses in more than 40 subject areas, and is home to more than 10,000 full and part-time students.

Colleges

[Assiniboine Community College](#) - serves southwestern Manitoba with a wide range of one-year certificate and two-year diploma programs in trades, business, nursing, media, health and human services, and office administration programs.

[École technique et professionnelle](#) - is Manitoba's only francophone college. It is operated under and through the Collège universitaire de Saint-Boniface. Courses are offered in business, computer programming, early childhood education, multimedia, nursing and tourism.

[University College of the North](#) - in northern Manitoba offers certificate and diploma programs in academic, scientific, trade, technological, literacy training and vocational fields.

[Red River College](#) - of Applied Arts, Science and Technology offers more than 90 preparatory, certificate, diploma, joint university degree and advanced diploma programs in applied arts, business health, family and applied sciences, technology, trades and language training.

[Stevenson Aviation & Aerospace Training Centre-](#) There are two Stevenson Campuses educating and training students in all aspects of the aviation and aerospace industry.

- Stevenson Campus in Winnipeg
- Stevenson Campus in Southport

[Private Vocational Institutions-](#) This site links to provincial institutional that have met statutory requirements for Private Vocational Institution registration. Some of the institutions listed offer programs in the following education and training areas: broadcasting, business technology, acupuncture, driver training, heavy construction, massage therapy, law enforcement, modeling, photography, hairstyling and aesthetics, diagnostic cytology- just to name a few areas. The Academy of Learning in various Manitoba locations are also listed.

[Access Programs](#)

This site highlights the following ACCESS programs available in Manitoba

[Brandon University: Access Program](#)

- Northern Teacher Education Program.

[University of Manitoba: Access Programs](#)

University of Manitoba Access - North and South (UMAP) Provides access to educational opportunities on-campus for northern and rural residents.

- Special Pre-Medical Studies Program (SPSP) A 2 to 4-year program preparing Aboriginal students for entrance into medical and dental schools or other health-related faculties.
- Professional Health Program (PHP) Provides support to students in the Faculties of Medicine, Dentistry, and Pharmacy and Medical Rehabilitation for those who have gained admission to these faculties
- Northern Bachelor of Social Work Program (NBSWP) A 4-year Bachelor of Social Work program in Thompson
- Inner City Social Work Program (ICSWP) An off-campus Bachelor of Social Work Program training social workers for Winnipeg's inner city
- Engineering Access Program (ENGAP) Provides a 4-year Bachelor of Engineering degree for Manitoba Aboriginal students

University of Winnipeg

- Winnipeg Education Centre - Education Program (WEC-ED) An off-campus Bachelor Education program training teachers for Winnipeg's inner city
- Community Based Aboriginal Teacher Education Program (CATEP)

Red River College

- College Access Program (CCAP)
- Provides opportunities for college diploma and certificate programs to northern and rural residents.
- Southern Nursing Program (SNP)
- Provides training to southern residents to obtain a nursing degree.
- Business Administration Integrated Program (BAI)

University College of the North: Preparation for Health Careers (PHC) Provide training for northern residents to enter the health field.

Religious Institutions:

This site highlights information about religious institutions in Manitoba.

- Canadian Mennonite University (CMU)- degree programs in Arts, Church, Ministries, Theology and Musical Arts. Menno Simons College offers majors in International Development Studies and Conflict Resolution studies in affiliation with the U of W.
Outtatown is also offered- a one year study and service program through the Canadian Rockies, Guatemala, South Africa or Thailand.
- Providence College and Seminary in Otterbourne
- Steinbach Bible College in southwestern Manitoba
- Booth University College

Campus Manitoba:

Campus Manitoba (CMB) is a program designed to facilitate access to post-secondary education within the province of Manitoba. For more information, call their toll-free number 1-866-445-0063.

Regional CMB centres are staffed by CMB coordinators provide academic and logistical support for students enrolled in Campus Manitoba. These coordinators also provide logistical support for students in distance learning courses at Red River College, Assiniboine Community College and University College of the North. Further academic support is provided through Off-Campus Library Services and an online Resource Directory.

Distance Education

This website contains information on:

- Distance education courses offered and how to apply including application forms.
- Teacher Mediated Course information and options.
- Listing of web-based courses and how to apply for them.

Other Public Education and Training Providers

- [Manitoba Emergency Services College](#)
- [Winnipeg Technical College](#)
- [Labour Market Information in Manitoba](#)

Financial Planning

Planning your post-secondary education is exciting and sometimes overwhelming. Now is the time to start reviewing your financial plan to determine what you will need to cover your educational costs and living expenses so that you can approach your studies as stress free as possible. Post-secondary education is expensive but a very worthwhile expenditure. Whether you have little money or have money saved up for your future studies, this website will help you in making plans, as well as learning more about scholarships, bursaries and loans.

[CanLearn](#) provides you with career decision-making information including information about post-secondary institutions and how to cover the costs.

[Service Canada](#)

The Service Canada website offers the wide range of services noted below:

- Grant information for:
 - Part-time students.
 - Part-time students with Dependents.
 - Services and equipment for students with permanent disabilities.
 - Students from low and middle-income families.
 - Students with dependents.
 - Students with permanent disabilities.
- Apprenticeship Grants.
- Canada Student Loans Program.
- Canada Student Loans Program - Permanent Disability Benefit.
- EDC International Studies Scholarship Program.
- Natural Sciences and Engineering Research Council of Canada's Scholarship and Fellowship Programs.
- Post-Secondary Student Support Program.
- Registered Education Savings Plan (RESP).

[ScholarshipsCanada.com](#)

Students can register free of charge at this site to receive up to date scholarship and awards information.

[StudentAwards.com](#)

A free site for students to register to receive updated awards information based on their post secondary academic and career plans.

[Manitoba Student Aid](#)

This is the website for Manitoba Student Aid Awards which provides detailed information on how to apply, the amount of aid that a student may be eligible for, and general information about student Aid.

[Aboriginal Multimedia Society](#)

AMMSA publishes a guide to scholarships and bursaries for aboriginal students. The guide currently lists more than 375 scholarships and bursaries.

[Aboriginal Canada Portal](#)

This government site offers information about education and training, financial assistance for post-secondary education and scholarships and bursaries.

[FinAid](#)

At this site you will find descriptions of financial aid resources for to Canadians who wish to study in Canada or the US.

[Manitoba Education and Training](#)

This site provides information on bursaries, student loans and scholarships.

[Tuition Fee Income Tax Rebate](#)

You are entitled to receive a 60 per cent income tax rebate on eligible tuition fees to a maximum of \$25,000. You can claim your rebate over as little as six years or as long as twenty years!

Student Jobs

[Apprenticeship Manitoba](#)

As an apprentice, you get paid to learn valuable, in-demand skills on your way to a rewarding career in the skilled trades. This site has information on the options available.

[Canadian Federal Government Job Site](#)

This site provides a listing of all federal government jobs open to the public across Canada.

[Career Focus](#)

Career Focus provides students with opportunities to receive career-related work experience.

[Federal Government Student Work Experience Program \(FSWEP\)](#)

This site provides a list of valuable work experience opportunities with a number of federal organizations.

[Young Entrepreneurs Program in Manitoba](#)

Wonderful information for students who are considering starting a business and becoming Entrepreneurs.

[STEP Services](#)

STEP Services provides students and young adults with the opportunity to work full time during the summer with the Province of Manitoba, Manitoba Hydro, and related organizations. You may also be eligible to work part-time during school year if you are a post-secondary student.

[Aboriginal Human Resources Development Council of Canada](#)

This site offers information about products, services, and networks to help Indigenous people advance in careers and organizations and create inclusive workplaces. It also offers a listing of Employment Centers in Manitoba:

- [Centre for Aboriginal Human Resource Development](#)
- [First Peoples Development Inc.](#)
- [Manitoba Keewatinowi Okimatanaanak Inc.](#)
- [Manitoba Metis Federation Inc.](#)

[Aboriginal Youth Mean Business!](#)

You will find information about programs and services specifically aimed at Aboriginal youth who may be looking to start their own business or are hoping to expand a current business that is running. It is also a place to meet existing Aboriginal business people and learn about their operations.

[Assembly of Manitoba Chiefs](#)

- Human Resources Link highlighting employment opportunities.
- Youth Secretariat- Voice for First Nations Youth in Manitoba offers information about Youth Leadership Development; Youth Health and Wellness Initiative; and the Manitoba First Nations Youth Council
- Youth Internships- the internships are six months in duration and are usually offered in the fall. This mentorship opportunity would include: working within the different policy areas of AMC, taking part in different events hosted by AMC and professional development opportunities.
- Summer Employment- during the summer the Youth Secretariat aims to hire youth to work within AMC in the various policy areas and to work with a variety of events hosted by AMC.

[Employment Standards](#)

Young people working in Manitoba have all of the rights and responsibilities of adult employees. Minimum standards such as general holidays, vacations, minimum wage and termination apply to all workers regardless of age. There are some restrictions placed on employees under 18 years old.

[Starting Your Own Small Business Services](#)

Canada Business Network provide you with information about grants to help you start a business.

[Youth Canada](#)

This site has information about jobs, careers, education, travel, health, and all topics that interest and impact youth.

[Working in Canada](#)

This site lists opportunities to explore careers look for jobs and explore job market trends.

[Service Canada Job Bank](#)

This site contains a wealth of information including: Federal Student Work Experience programs; Canadian Forces careers in the Federal Public Services, RCMP Recruiting, how

to access your Social Insurance Number, Apprenticeship Incentive Grant, information about working in Canada.

[City of Winnipeg](#)

You can access Information about careers within the City of Winnipeg, view Career Explorer and find many sources of information about resources in Winnipeg.

[Trades in Manitoba](#)

Explore your career in the trades- learn more about apprenticeship programs that are available in high school and beyond. Check out the many trade employment opportunities available in Manitoba and current projects taking place throughout Manitoba.

Volunteer & Leadership Opportunities

[Manitoba Youth Volunteer Opportunities](#)

Manitoba Youth Volunteer Opportunities is an initiative of Volunteer Manitoba and is devoted to promoting and assisting youth volunteerism and helping young Manitobans, ages 30 and under to access volunteer opportunities, no matter where they live in the province!

[International Education and Youth](#)

Learn about travel, study, and work opportunities around the world. Living outside of Canada? Learn about the opportunities that await you.

[Junior Achievement Manitoba](#)

Junior Achievement is an international not-for profit organization with the mission of inspiring and educating about free enterprise, business & economics and develop entrepreneurial and leadership skills. COMPANY program In collaboration with professional volunteer consultants, teams of students from grades 9- 12 organize and operate a real business in order to experience how a small enterprise works.

[Manitoba First Nations SchoolNet](#)

Manitoba First Nations SchoolNet, a division of Keewatin Tribal Council under the Special Projects Department, has been the Manitoba delivery agent of INAC's First Nations SchoolNet program since 2003. Through this funding, MFNS provides connectivity services, technical support, youth employment and other services to 84 First Nations Schools and 61 CAP sites in Manitoba.

[MB4Youth Advisory Council](#)

Learn about various leadership opportunities and leadership bursary opportunities that exist for Manitoba youth.

[Rotary Youth Exchange](#)

Learn about the amazing Youth Exchange Programs that are made available by the Rotarians such as long term and short-term exchanges as well as the New Generation Youth Program.

[Volunteer Opportunities](#)

Volunteer Canada presents several volunteer opportunities in our local community and elsewhere in Canada.

Career Development Resources for Educators

The following resources are available in Manitoba schools to help educators help their students with career development and exploration.

[Province of Manitoba Career Development](#)

Career development is a life long process in which a person acquires the necessary knowledge, skills, attitudes and interests to achieve and balance personal and career goals, to attain meaningful employment and to successfully manage transitions. This site provides valuable resources and information about programs and services available to youth, young adults, adults, older workers, newcomers, entrepreneurs and job seekers.

[Province of Manitoba Career Development Resources for Educators](#)

Grade 9 – 12 Career Development: Life/Work Exploration: Manitoba Curriculum Framework of Outcomes and A Foundation for Implementation.

Career development courses designed to connect school learning with workplace and labour market realities, which will contribute to increasing student retention and graduation rates in Manitoba. The courses will assist students in making a realistic assessment of the many options available upon graduation and how to prepare for these opportunities.

[The Role of Guidance in Post-Secondary Planning: Findings for Manitoba](#)

This report presents the Manitoba portion of a research project in career guidance in the secondary school system undertaken by the Canada Millennium Scholarship Foundation in partnership with four provinces — Manitoba, Saskatchewan, New Brunswick, and Newfoundland and Labrador. It explores the availability to high school students and their parents of information and programming about careers, education and training options after high school and about financing these various options.

[Successful Futures for All Students: A Guide to Career Development Programming for Manitoba](#)

This guide explains why career development continues to be an important consideration for all K–12 school leaders—now and in the future. It shows how career development programming helps Manitoba students complete school and transition to post-secondary education and/or the workplace. This guide also illustrates how Manitoba educators, schools, and school divisions can integrate career development concepts, programming, and resources with curriculum outcomes in their classrooms.

