

## **What is the Community Career Centre?**

The Community Career Centre (CCC) is a collaborative effort by businesses, labour, schools (K-12), post secondary institutions, government departments, and community organizations to support the career development of people living on the Avalon Peninsula and throughout Newfoundland and Labrador.

Our goal is to help participants develop the skills they need to continually make effective career decisions throughout their lives.

Some of the wide range of programs and services offered by the Community Career Centre and its community partners to meet this goal are outlined in this brochure.

## **Career Planning Website**

The CCC web site ([www.communitycc.ca](http://www.communitycc.ca)) is central to facilitating the collaborative process necessary for the implementation of its career development programs and services. Each of the CCC program sites contributes to the on-going development and enhancement of the web site. This ensures that the CCC site and its related programs and services are always addressing the needs of career practitioners and the people they serve. CCC participants make the site more "personal" by sharing their information and the insights they discovered while participating in various CCC programs.

The CCC site provides an extensive collection of career planning information and resources both for participants and for those who support them in their career development: job advertisements, personal profiles, regional employer database, work placement learning plans, occupational database, and contact directories. In addition information is provided on: the Top 100 Internet Sites for Employment and Learning, Career Planning / Self Assessment, Career & Occupational Information, Educational Planning Information, Job Search Techniques, Employability Skills Portfolio, Apprenticeship Programs, Personal Finance, Industry Associations & Sector Councils, Business Information and Support Sites, Career Related Programs, and Work Placement Programs.

Canada's National Occupational Classification (NOC) System is infused into many of the CCC programs and this allows additional links to be made to other valuable career development resources.

## **Job Shadowing Program**

The *Job Shadowing Program* provides participants with the opportunity to spend a day observing different roles and responsibilities in the workplace. This Program gives participants a chance to dialogue with people working in occupational areas that are of personal interest. This on-the-job experience provides valuable insights and helps participants formulate their career plans.

## **Occupational Interviews**

*Job shadowing* participants while on-the-job complete CCC's *Occupational Interview* Guide. This guide is comprised of a series of job-related questions that must be answered by the employer throughout the day. Answers to these questions concerning qualifications and training, organizational rank, salary, typical responsibilities, hours, job stress and time for family and friends are posted on the CCC website for others to view and benefit from.

## **Speakers' Bureau**

The *Speakers' Bureau* is a valuable database of interested individuals in our community who are willing to talk about their experiences and share their insights. Speakers, from a variety of businesses and community organizations, have agreed to visit schools, community groups, and organizations to talk about their own occupational area and/or other career development topics.

## **Ask a Person with Experience E-mail Program**

The *Ask a Person with Experience E-mail Program* is designed to connect our participants, and the people who work with them, with interested individuals in the workplace who are prepared to answer questions, via e-mail, on their area of expertise.

This Program is not meant to be a long term advising relationship but a quick, economical and time effective way to share valuable information for the benefit of our participants. Our "e-mail advisors" have agreed to respond to questions from our participants at their earliest convenience. We hope in most cases that responses to questions would be for-

warded, via e-mail, within a three day time frame. Responses go directly to the individual who ask the question and a copy is also posted on our *Question Board* for others to view.

## **Student Transition to Educational Programs (STEP) Co-op Memorial University and College of the North Atlantic**

The Student Transition to Educational Programs Co-op at Memorial University and at the College of the North Atlantic provide an opportunity for selected Level III students to attend university or college during their final year of high school. STEP Co-op participants register in a university or college course that would be of personal interest to them and related to their career development plans. Students also participate in related work placements both at the post secondary institutions and in the community. Students who successfully complete the STEP Co-op Program will receive university or college credit, and up to three Level III high school academic credits.

## **Career Development (CD) Network**

The *CD Network* is an electronic network of people throughout Newfoundland and Labrador who are interested in and/or involved in addressing the career development needs of individuals, young and old, in-school and out-of-school, employed and unemployed, "at risk" and those not "at risk".

Our hope is that the *CD Network* will allow us to support each other as individuals and as a group and will enable us to develop a more effective career development voice in our province. With increased communication, coupled with a personal commitment to work together, will come increased support to allow us to better serve our people in addressing their career development needs.

## **Educational Program Support**

### **Career Exploration 1101, Career Pathways...**

The CCC is committed to providing on-going support to students and educators involved in a variety of career development initiatives. The further development and enhancement of CCC's programs and services are in line with the three major objectives of *Career Exploration 1101*: self

awareness, career exploration, and career preparation.

The initial groundwork of the CCC is also rooted in the objectives of the *Career Pathways Program* which focuses upon helping students formulate their career aspirations at each level throughout their high school education.

*Career Pathways* students, through a combination of occupationally related academic courses, career development activities, the infusion of career development concepts across the curriculum, and the completion of a co-operative education program, are able to develop realistic career plans for the future.

### **Curriculum Enhancement Program**

The *Curriculum Enhancement (CE) Program* is a collaborative effort of the Community Career Centre, the St. John's Maple Leafs and educators (k-12) throughout the Avalon East School District.

The goal of the *CE Program* is to enhance teaching and learning by developing instructional units that enhance student learner outcomes by infusing career development concepts across the k-12 curriculum.

Teachers develop instructional units that address at least one of six stated career development objectives. The units are then implemented, evaluated, revised if necessary, shared with colleagues on staff and then entered on our CCC web site for others to utilize.

Infusing career development concepts across the curriculum facilitates students' personal growth and helps them to more readily see the relevancy of their in-school curriculum.

### **Teacher Internship CEP**

The *Teacher Internship Curriculum Enhancement Program (TICEP)* places educators (K-12) in temporary work placements with employers ranging from a number of days to a number of weeks. Participants obtain actual work experiences related to their curriculum area. This personal experience in the workplace provides teachers with a foundation upon which curriculum units may be developed that will motivate students and enhance academic instruction.

These instructional units will further enhance curriculum

relevancy and will be shared locally with colleagues and globally with users of the Internet. *(Developed...Pending Resources)*

### **Youth & Alumni Directory**

The Youth and Alumni Directory is a proposed web based way to connect with in-school youth, youth in transition, youth in the community, and youth involved in educational/training programs and/or in employment. The focus of the Directory would be to provide on-going career planning information that may be helpful in exploring educational, employment, and/or career opportunities.

*(In Development...Pending Resources)*

### **Community Partner Awards**

The Community Career Centre's success is the result of a special group of individuals and organizations, our community partners. These partners embrace the CCC vision and shared commitment of working together for the benefit of all participants, work hard to develop linkages with the CCC, infuse CCC programs into their own career development initiatives, and volunteer their time, resources, and expertise to make the Community Career Centre a success. The Community Partner Awards publically recognize their leadership, commitment, hard work and dedication.

#### **Our sincere thanks!**

Our network of community partners is growing daily.

Please visit our website for an up-to-date list.

### **For Further Information**

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# Community Career Centre

## *An Overview*

*Helping people make good career decisions*

