

Complete a Self-Evaluation

No matter where you're at in career program development, it's vital to perform regular evaluations to make sure things are on track. Use these questions along with the following checklist to help guide your evaluation process:

1. Where are we now? (Issue)
2. Where do we want to be? (Goal)
3. How will the plan help to meet the needs of the community/region and province in terms of filling labour market shortages? (Is goal compatible with district and community goals and needs)
4. How do we get there? (Plan)
5. How do we measure our progress?

School District has:	Yes	No	Still to do or refine existing plan
Career Development Education Strategy			
An articulated vision, goals and plans for its career development education programming that was built on consultation with stakeholders (educators, parents, community and industry)			
The strategy takes into consideration local, regional and provincial labour market needs			
A strategic plan for the implementation and execution of its vision, goals and plan for career development education from k-12 over a 3-5 year horizon			
Articulated outcomes for k-12 students related to career awareness, career exploration and career engagement including: <ul style="list-style-type: none"> • k-6 – career awareness activities and infusion into day-to-day learning • 7-9 – career exploration opportunities and infusion into day-to- day learning • 10-12 – career engagement programming that integrates career mapping, planning and opportunities for youth to participate in transition activities linked to external stakeholders (post-secondary, employers, virtual learning) 			
Continuous improvement plan in place that includes a process for monitoring and assessing progress against measureable outcomes			

Operations			
Funding identified and allocated to support career development activities and programming			
Infrastructure to support the vision, such as staff, equipment, facilities, consumables, professional development			
Staff dedicated to career development education programming at the district level and responsible for implementing the plan and its outcomes			
Staff at the school based level responsible for career development education outcomes			
Complies with MOE and funder's policies, procedures			
Professional development opportunities to support staff career development education			
Communications and Marketing			
A communication plan is in place to support career development messaging and to support activities including website and social media			
Communication key messaging includes staff, parents, students and external stakeholders as audiences			
Student Engagement			
Activities and programming that are in place to support career development outcomes in k-6, 7-9 and 10 12 related to career awareness, exploration and engagement and is a district wide effort			
Awareness activities that are integrated into day to day learning at k-6 and include leading practices around career development such as Maker Days, hands-on learning with connection to careers, connection to learning pathways, design thinking			
Exploration opportunities that are integrated into day-to-day learning and include leading practices around career development such as "Take Your Kids to Work, career fairs, spotlight speakers, Planning 10			
Engagement options that are integrated into programing such as dual credit, trades and technology programs, career preparation programs, Work Experience, Secondary School Apprenticeship, Co-op			

Community Engagement and Learning Partnerships			
Learning partnerships that support career development education outcomes at all ages			
Active advisory groups for career engagement experiences as appropriate			
Partnership agreements with post-secondary institutions for delivery of dual credit programs, ACE IT and Co-op programming			