

MINISTRY OF EDUCATION

INVITATION TO PARTICIPATE Career Studies Projects 2017-2018 School Year



1. PURPOSE

School boards are invited to participate in the Career Studies projects for the 2017-2018 school year. In keeping with [PPM 159](#) and the [initiative to update Ontario's curriculum](#), these projects will focus on the effective promotion and assessment of transferable skills within the context of the following:

- financial literacy
- digital literacy
- pathways planning
- innovation, creativity and entrepreneurship

These projects are meant to collaboratively

- inform the revision to the Career Studies curriculum;
- build capacity for teaching and assessing transferable skills;
- engage Career Studies teachers in meaningful professional development activities that support innovative practices; and
- facilitate sharing investigations into effective Career Studies teaching strategies.

The feedback and resources from these projects will be used to:

- develop teacher capacity for teaching and assessing transferable skills;
- share promising practices and strategies with other schools and boards to support the goals of *Creating Pathways to Success, Growing Success* and *Achieving Excellence*.

Participant Selection

School boards are asked to identify a board-level contact for the Career Studies project that will coordinate with the ministry. The board contact is invited to submit the name of one educator to participate in this year's project by **November 24, 2017**. The following school boards, employing more than 3,000 teachers, may submit the names of two participants: Dufferin-Peel Catholic District School Board, Durham District School Board, Halton District School Board, Hamilton-Wentworth District School Board, Ottawa-Carleton District School Board, Peel District School Board, Simcoe County District School Board, Thames Valley District School Board, Toronto District School Board, Toronto Catholic District School Board, Waterloo Region District School Board, York Catholic District School Board, York Region District School Board.

Participants should be selected based on the following criteria:

1. Demonstrated expertise in Career Studies;
2. Demonstrated knowledge, skill and expertise in delivering quality programs and collaboratively developing effective resources to support Ministry of Education policies in schools and boards; and

3. Knowledge and experience with implementation and effective use of digital/online tools.

Participants must be Career Studies teachers teaching at least one section of the course during second semester of the 2017-18 school year. Participants must meet the above requirements, and be open to working, meeting, and collaborating in an online environment. Educators that worked on last year's projects are eligible to participate this year.

Funding

Each participating board will receive funding up to \$5000 per participant that may be used for the cost of release time and travel associated with the project. Boards will be required to submit a final report by July 14, 2018 using the Ministry's Planning and Reporting for Improving Student Achievement (PRISA) tool to describe expenditures and provide details of how the funding was used.

Deliverables

Participants will be required to:

1. Participate in phone conversations with ministry staff, participate in online professional development, access modules and online resources via the provincial Virtual Learning Environment (VLE), and submit a plan for delivery of chosen module(s). Plans will receive feedback from ministry staff and will be shared with project participants from other boards via the VLE.
2. Provide feedback on the Career Studies curriculum to inform the revision of the course;
3. Participate in at least one regional face-to-face meeting.
4. Correspond with ministry staff to receive support and give feedback while modules are being delivered in second semester of 2017-18.
5. Conduct pre- and post-activity surveys with students (provided by the ministry).
6. Participate in a final feedback survey (template to follow) by June 30, 2018, that includes specific references to:
 - the successes and challenges of developing and delivering the module;
 - student reflections on the activities used to deliver the module and student feedback on the content and structure of the course;
 - observations on the impact of new approaches to teaching and learning;
 - suggestions for further use of resources;
 - comments on the viability of curriculum expectations.
7. Submit resources developed for the delivery of the module and artefacts of student learning from the module (if available).

2. PROJECT TIMELINE

The following table outlines the proposed timeline for the Career Studies projects:

Timeframe	Component	Required Tasks
November	<ul style="list-style-type: none"> • Communication to boards • Confirmation and preparation for implementation • Sharing developed resources 	<ul style="list-style-type: none"> • distribution of project memo including a Google Form to collect contact information of board representatives • Submissions due by Nov. 24 • contact participants by Dec. 1 • distribute relevant materials via the VLE • post resources from the 2017 project online • Introduction to the project • organization of participants by region and area of focus
December - January	<ul style="list-style-type: none"> • First online session • Preparation of course activities 	<ul style="list-style-type: none"> • virtual meetings with participants • first online session • communication with participants to facilitate technical support via phone, email, and video conference • feedback from ministry staff to support/enhance plans for delivery in semester two
February - June	<ul style="list-style-type: none"> • Second online meeting • Project implementation 	<ul style="list-style-type: none"> • continued professional learning to address needs identified by participants • feedback from teachers and students on the Career Studies curriculum revision • regular communication with ministry via email and VLE • ministry provides support to projects as needed • visits with volunteer projects
May	<ul style="list-style-type: none"> • Regional face-to-face meetings 	<ul style="list-style-type: none"> • sharing/debrief
June	<ul style="list-style-type: none"> • final reflections shared via online platform 	<ul style="list-style-type: none"> • feedback, resources, artefacts and reflections from participants on the project and revisions to the Career Studies curriculum

3. PARTICIPANT SUBMISSION

School boards are invited to submit the contact information of their chosen representative(s) using the following [Google form](#) by November 24. All participants must have the approval of their school principal.

4. QUESTIONS

For questions regarding this project, please contact:

Dan Bowles at (416) 326-4044 or dan.bowles@ontario.ca

Emmet Mellow at (416) 325-5732 or emmet.mellow@ontario.ca

Frédéric Villeneuve at 416-325-3622 or frederick.villeneuve@ontario.ca