

Transition Plan Instructions

The Graduation Transition Plan (GTP) is worth four credits and forms part of the graduation requirements outlined by the Ministry of Education. Students who complete GTP receive RM (Requirements Met) on their transcript. The purpose of Graduation Transition Planning is to ensure students have a plan of action for life after high school. Students should be equipped with the resources and skills to

- research appropriate career choices
- pursue post-secondary education
- obtain gainful employment
- learn about the world around us
- manage finances
- maintain a healthy life style

WHAT YOU MUST DO:

1. Complete the documentation listed on the Transition Plan Checklist. You will find detailed instructions for each checklist item/assignment linked on the Graduation Transition Plan page of the Vic High website.
 - documentation must be completed using a computer
 - all FORMS must be completed, legibly, in ink (no pencils please)
 - ensure that all FORMS are signed as indicated

The three (3) Learning & Growth items to showcase would be accomplishments from your high school years (inside or outside of school). These should be accomplishments you are proud of and from which you have learned significantly. This is a time to reflect on your time in high school as one of learning and growth. Include a short written statement OR be prepared to discuss each piece – why you chose it, why it makes you proud, and why you believe it is evidence of your learning and growth.

2. Get ready to present your GTP documentation in a folder or binder, on a poster board or through digital images. Feel free to be creative, or keep it simple – your choice!
3. Bring your GTP to Mrs. O’Hara in the Career Centre; she will check it over to make sure everything is in order.
4. Present your GTP to the assigned person at the appointed date and time. The presentation is a brief informal meeting (10 to 15 minutes) where you will share your documentation and your plans for life beyond high school.

**You will be assigned an appointment time to present your Graduation Transition Plan.
Look for your appointment date and time on your November report card.**



Transition Plan Checklist

ALL students must present the following:

- ____ Work Experience/Volunteer Time Log – proof of 30 hours (FORM)
- ____ Employer Evaluation (FORM)
- ____ Self Evaluation (FORM)
- ____ Career Research (relevant) _____
- ____ Cover Letter (updated)
- ____ Resume (updated)
- ____ Reference List (updated)
- ____ Personal Budget (new template)
- ____ Daily Physical Activity DPA Log (keep up-to-date in green binder in Homeroom)
- ____ Healthy Living Plan
- ____ 3 “Learning & Growth” items to showcase (see *Instructions* on reverse side)

AND

From the following chart, choose ONE path you will pursue after graduation and provide BOTH items of documentation:

| POST-SECONDARY | WORKING | GAP YEAR |
|---|---|---|
| Post-Secondary Research assignment OR proof of Application AND Scholarship Research assignment OR proof of Application | Employability Skills Worksheet AND Interview Preparation | Destination Research AND Itinerary |

POST-SECONDARY NEXT YEAR?

WHICH INSTITUTION AND PROGRAM?

PSI DONE?

STUDENT EMAIL _____

STUDENT PHONE # _____