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## BC Centre for Ability Opportunities Fund Program

### Career Planning Guide (to be completed by the applicant)

Has it been determined that you are eligible for the Opportunities Fund? If not, a *Pre-Screening Eligibility Form* must be completed by your Case Manager before proceeding. You must also have a Case Manager in order to complete this application package.

Each of the steps in this plan is designed to help you develop a realistic return to work plan that will lead you to employment.

#### **Step 1: Self-Assessment**

Successful career planning involves learning as much as possible about yourself. Your job target should suit your interests, skills, aptitudes and values so that you will enjoy the work, are good at it and will stay with it for a long time.

#### **Step 2: Labour Market Information**

Your Case Manager will advise you of resources available to research occupations and whether or not there is demand for them. Keep your self-assessment profile in mind to identify job choices that match your skills, aptitudes, interests and values.

#### **Step 3: Informational Interviews**

Interview a minimum of 3 employers and/or employees to learn about the skills and qualifications that are required to be hired into your job of choice. Use this opportunity to get feedback about the training you are considering: is it recognised by employers as a good choice that will make you employable? What is the reputation of the training program you are considering?

#### **Step 4: Research Training Programs**

Identify at least three training institutions. Include details such as start and end dates of training, application deadlines, pre-requisites for enrolment and the complete cost for training (tuition, fees, books, supplies etc.).

#### **Step 5: Determine Financial Resources**

Assess your monthly expenses and income during your training period. A budget worksheet is provided. If you will require disability supports such as adaptive equipment, research various equipment suppliers and include those costs.

#### **Step 6: Complete the attached Career Planning Guide and Review it with your Case Manager to ensure it is complete**

Your Case Manager will submit the application package on your behalf to the Opportunities Fund Program for review and possible approval. Your Case Manager will contact you with the decision.

**\*Case Managers:** Please include a Case Manager Rationale with this package

Client Name: \_\_\_\_\_

## BC Centre for Ability Opportunities Fund Program

### Step 1: Self-Assessment

List all education, courses or programs you have taken:

COURSE/PROGRAM TITLE	INSTITUTION	DATE TAKEN

Please include the following (as applicable):

- Resume
- Assessments (formal and informal)
- Recent letter(s) of reference
- Letter of support from your doctor
- Letter of support from a related organization, e.g. mental health team, previous employer or placed that you've previously volunteered

Attach additional pages as needed

Client Name: \_\_\_\_\_

## BC Centre for Ability Opportunities Fund Program

### Job Search Record

Record your job search from the past 6 months. If you have been unable to look for work because of a disability, your Case Manager must provide details of this in the "Case Manager Rationale" report.

DATE OF CONTACT	COMPANY NAME	CONTACT NAME	TYPE OF WORK	RESULTS

Attach additional pages as needed

Client Name: \_\_\_\_\_

## BC Centre for Ability Opportunities Fund Program

### Past Employment and Work Experience

JOB TITLE	WHAT SKILLS DID YOU USE?	# OF MONTHS EMPLOYED	FROM YYYY/MM/DD	TO YYYY/MM/DD

Attach additional pages as needed

Client Name: \_\_\_\_\_

## BC Centre for Ability Opportunities Fund Program

### Background Information

1. WHAT OTHER SKILLS DO YOU HAVE (ACQUIRED THROUGH HOBBIES, VOLUNTEER WORK, ETC.)?

2. WHAT ARE YOUR GENERAL WORK INTERESTS (SOLVING PROBLEMS, BEING PHYSICALLY ACTIVE, BEING CREATIVE, HELPING PEOPLE, BUILDING OR FIXING THINGS, WORKING OUTSIDE, ETC.)?

3. WHAT ARE YOUR STRENGTHS/APTITUDES (WORKING WITH NUMBERS, MACHINES, PEOPLE SKILLS, WRITTEN COMMUNICATION, FRIENDLY, A QUICK LEARNER, ETC.)?

4. WHAT VALUES MOTIVATE YOU (HELPING OTHERS, MONEY, INDEPENDENCE, PROTECTING THE ENVIRONMENT, FAMILY, BEING PRODUCTIVE, ETC.)?

Client Name: \_\_\_\_\_

## BC Centre for Ability Opportunities Fund Program

### Background Information Cont.

5. THINK ABOUT YOUR FORMER WORK EXPERIENCES. WHAT WOULD YOU LIKE TO BE THE SAME AND WHAT WOULD YOU LIKE TO BE DIFFERENT IN YOUR FUTURE JOBS?

6. DESCRIBE YOUR DISABILITY AND THE IMPACT YOU THINK IT MIGHT HAVE ON YOUR EMPLOYMENT.

7. WHAT (IF ANY) ADAPTIVE EQUIPMENT DO YOU CURRENTLY HAVE?

8. WHAT ADDITIONAL ADAPTIVE EQUIPMENT (IF ANY) DO YOU THINK YOU MAY NEED WHILE IN TRAINING OR EMPLOYMENT?

9. WHAT ENVIRONMENT DO YOU LIKE TO WORK IN (OUTDOORS, NEAR HOME, CITY, SMALL GROUP OF PEOPLE, ALONE)?

10. ARE THERE ANY BARRIERS OR CONSIDERATIONS THAT YOU NEED TO ADDRESS BEFORE YOU EMBARK ON YOUR TRAINING AND SUBSEQUENT EMPLOYMENT?

- UPCOMING SURGERY OR ON A SURGICAL WAITLIST
- COURT CASES
- TRAVEL OBLIGATIONS/PLANS
- OTHER COMMITMENTS THAT COULD IMPACT YOUR TRAINING, PLEASE EXPLAIN BELOW

Attach additional pages as needed

## BC Centre for Ability Opportunities Fund Program

### Step 2: Labour Market Information (LMI)

Keeping your skills, aptitudes and values in mind, research your work options. Ideas about careers can come from anywhere – from watching others at work, talking with friends, family or from a career counsellor.

Other ideas might come from vocational or career-interest testing.

If you feel that you would like to attend a Career Exploration Program, please discuss this with your Case Manager.

Here are some key resources for career development information available at most Employment Service Centres and public libraries:

- WorkBC  
[www.workbc.ca/careers](http://www.workbc.ca/careers)
- Local job postings
- National Occupational Classification  
<http://www5.hrsdc.gc.ca/noc>
- A Guide to the BC Economy and Labour Market  
<http://www.sba-bc.ca/snippet/guide-bc-economy-and-labour-market>
- Service Canada Job Bank  
<http://www.jobbank.gc.ca/intro-eng.aspx>

As a part of your application, please submit a job description and job postings for your career choice which details the qualifications required.

### Step 3: Informational Interviews

- The “informational interview” is an excellent way to research a particular job or career. It is accomplished by interviewing someone who does the type of job that you want to do. It is preferable to do an informational interview in person so that you can see the work environment and make direct observations
- The informational interview may also provide you with a future employer contact for actual employment or work experience
- These worksheets provide you with an interview format to use to conduct “informational interviews” with employers and/or employees about your particular career interest. Please remember to ask any additional questions that you feel are relevant.

**Complete informational interviews with a minimum of 3 employers and/or employees that are in your field of interest**

Client Name: \_\_\_\_\_

## BC Centre for Ability Opportunities Fund Program

### Informational Interview - Employer

OCCUPATION: \_\_\_\_\_

PHONE #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

DATE CONTACTED: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

### Duties on the Job and Labour Market Information

1. PLEASE DESCRIBE THE TASKS THAT ARE PERFORMED DURING A NORMAL WORK WEEK

2. DOES THIS OCCUPATION REQUIRE TRAVEL?

- FREQUENTLY  
 OCCASIONALLY  
 NEVER

3. PLEASE INDICATE WHICH OF THE FOLLOWING BEST DESCRIBE YOUR TERMS OF EMPLOYMENT?

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> CASUAL    | <input type="checkbox"/> SEASONAL            |
| <input type="checkbox"/> TEMPORARY | <input type="checkbox"/> CONTRACT EMPLOYMENT |
| <input type="checkbox"/> PART-TIME | <input type="checkbox"/> SHIFT WORK          |
| <input type="checkbox"/> FULL-TIME | <input type="checkbox"/> OTHER _____         |

4. HOW MANY \_\_\_\_\_ HAVE YOU HIRED IN THE PAST YEAR?  
(NAME OF OCCUPATION)

5. HOW MANY \_\_\_\_\_ DO YOU ANTICIPATE HIRING IN THE NEXT YEAR?  
(NAME OF OCCUPATION)

6. PLEASE COMMENT ON THE DEMAND FOR PEOPLE WORKING IN THIS OCCUPATION AND WHETHER IT IS LIKELY TO CHANGE IN THE FUTURE.

7. WHAT IS THE CURRENT STARTING WAGE OR SALARY RANGE FOR THIS OCCUPATION?



## Informational Interview – Employer Cont.

### Demands on the Job

1. WHAT ARE THE PHYSICAL DEMANDS OF THIS OCCUPATION (I.E. STANDING, LIFTING, CLIMBING ETC.)?

2. WHAT ARE THE MENTAL/EMOTIONAL DEMANDS OF THIS OCCUPATION (I.E. HIGH STRESS, DEADLINES, DIFFICULT CUSTOMERS ETC.)?

3. IS IT NECESSARY TO RELOCATE IN ORDER TO FIND EMPLOYMENT IN THIS FIELD?

### QUALIFICATIONS

1. WHAT EDUCATION AND TRAINING DOES AN APPLICANT REQUIRE TO WORK IN THIS FIELD?

2. WHICH TRAINING INSTITUTIONS ARE MOST RECOGNISED IN THIS FIELD?

3. ONCE MY TRAINING IS COMPLETE, IN COMBINATION WITH MY EXISTING SKILLS, WHAT POSITIONS/JOB WILL I BE QUALIFIED FOR?

4. UPON COMPLETION OF THIS TRAINING, WILL I BE QUALIFIED TO APPLY FOR ANY POSITIONS WITHIN YOUR COMPANY?

5. WOULD IT BE POSSIBLE TO PURSUE THIS CAREER BY TRAINING ON THE JOB RATHER THAN THROUGH FORMAL TRAINING?

### WAGES

1. WHAT IS THE CURRENT STARTING WAGE OR SALARY RANGE FOR THIS OCCUPATION?

Note: If an employer is interested in hiring you, please contact your Case Manager immediately to discuss whether a Training Wage Subsidy could be considered.

Client Name: \_\_\_\_\_

## BC Centre for Ability Opportunities Fund Program

### Informational Interview – Employee

OCCUPATION: \_\_\_\_\_

PHONE #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

DATE CONTACTED: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

1. PLEASE DESCRIBE THE TASKS THAT YOU WOULD PERFORM DURING A NORMAL WORK DAY

2. WHAT DO YOU LIKE MOST ABOUT THIS JOB?

3. ARE THERE ANY MAJOR FRUSTRATIONS IN THIS JOB?

4. WHAT ARE THE ENTRY-LEVEL QUALIFICATIONS FOR GETTING HIRED?

5. WHAT ADVICE WOULD YOU GIVE A PERSON COMING INTO THIS JOB?

6. IS THERE A DEMAND FOR WORKERS IN THIS FIELD? WHERE WOULD YOU SUGGEST A NEW WORKER ENTERING THIS FIELD LOOK FOR JOB POSTINGS AND EMPLOYMENT OPPORTUNITIES?

7. WHICH TRAINING INSTITUTES ARE THE MOST RECOGNISED IN THIS FIELD?

8. DO YOU KNOW ANYONE ELSE I SHOULD INTERVIEW?

9. USE THIS SPACE TO ADD INFORMATION YOU HAVE LEARNED THAT WILL SUPPORT YOUR APPLICATION FOR FUNDING.

## BC Centre for Ability Opportunities Fund Program

### Step 4: Research Training Options

Have you have talked about your targeted career with

employers

employees

Have you contacted training institutions and others that work in the field to find out about

available training

pre-requisites

start dates

waitlists

educational costs

### Considerations when choosing the training provider

1. Research a minimum of three schools.
2. Assess your needs ahead of time so you are able to explain to an academic advisor what kind of training program you are looking for.
3. If you require training accommodations, please discuss this with your school of choice to know what is available.
4. Obtain a Letter of Acceptance from the school you are hoping to attend. (A Letter of Acceptance must be included in your application to be considered for funding).
5. If your school of choice is a private training institute, in most cases, it must be accredited with the Private Career Training Institutions Agency (PCTIA). Confirm by visiting <http://www.aved.gov.bc.ca/privatecareertraining>.

Once you have done your research, please complete the following worksheet for each training institution you are interested in.

Client Name: \_\_\_\_\_

## BC Centre for Ability Opportunities Fund Program

### Training Options

START DATE: \_\_\_\_\_ # MONTHS IN TRAINING \_\_\_\_\_

END DATE: \_\_\_\_\_ # HOURS PER WEEK IN CLASS \_\_\_\_\_

1. WHAT ARE THE SCHOOL'S ADMISSION REQUIREMENTS?

IS THERE AN ADMISSIONS TEST?  YES  NO

2. WHAT ARE THE TOTAL COSTS FOR:

TUITION \$ \_\_\_\_\_ BOOKS \$ \_\_\_\_\_  
OTHER SCHOOL-RELATED COSTS(ALL SEMESTERS)\* \$ \_\_\_\_\_

**\*NOTE: OPTIONAL STUDENT HEALTH AND DENTAL BENEFITS PLANS ARE NOT COVERED BY THE OPPORTUNITIES FUND FOR PERSONS WITH DISABILITIES. STUDENTS MUST PAY THESE COSTS THEMSELVES OR EXERCISE THE OPT-OUT PROVISION.**

3. IS THERE AN ALTERNATIVE START DATE(S) FOR THIS COURSE?

4. WHAT TIME OF THE DAY ARE YOU IN CLASSES (MORNING, AFTERNOON, EVENING, ALL DAY, WEEKDAYS, WEEKENDS)?

5. IS THERE A PRACTICUM COMPONENT? WHO IS RESPONSIBLE FOR ARRANGING THE PRACTICUM?

6. HOW ARE THE CLASSROOMS STRUCTURED?

LECTURE METHOD  SELF-PACED  ONLINE

AMOUNT OF TIME INSTRUCTOR IS AVAILABLE FOR ONE-TO-ONE HELP \_\_\_\_\_

RATIO OF PUPILS TO INSTRUCTOR \_\_\_\_\_

7. ARE THERE DISABILITY SERVICES IN PLACE?  YES  NO

8. IS THERE A SCHEDULED SCHOOL BREAK DURING THE PROGRAM?  YES  NO

9. DOES THE PROGRAM USE TECHNOLOGY (EQUIPMENT AND SOFTWARE) CURRENT WITH EMPLOYER EXPECTATIONS?

10. WHAT MARK IS REQUIRED FOR PROGRAM GRADUATION? \_\_\_\_\_

11. HOW MANY GRADUATES FROM THE LAST CLASS ARE CURRENTLY WORKING? \_\_\_\_\_

12. WHAT IS THE SCHOOL POLICY REGARDING ATTENDANCE?

13. DOES THE SCHOOL ASSIST WITH PLACEMENT WHEN YOU HAVE COMPLETED THE COURSE?

YES  NO

Client Name: \_\_\_\_\_

## BC Centre for Ability Opportunities Fund Program

### First Training Choice

1. WHICH SCHOOL ARE YOU PLANNING TO ATTEND?

2. WHAT IS THE NAME OF THE PROGRAM?

3. WHY HAVE YOU CHOSEN THIS SCHOOL?

4. WHAT IS THE COURSE START DATE \_\_\_\_\_ END DATE \_\_\_\_\_

5. WHAT IS THE NEXT START DATE FOR THIS TRAINING PROGRAM? \_\_\_\_\_

6. HAVE YOU MET ALL OF THE SCHOOL'S ADMISSION REQUIREMENTS?  YES  NO  
IF NO, PLEASE EXPLAIN:

7. PLEASE USE THIS SPACE TO RECORD ANY OTHER INFORMATION ABOUT THIS TRAINING CHOICE THAT YOU FEEL SUPPORTS YOUR FUNDING APPLICATION.

Client Name: \_\_\_\_\_

## **BC Centre for Ability Opportunities Fund Program**

### **Step 5: Determine Financial Resources**

This final step is to confirm that you will have the financial resources needed to successfully complete training. A monthly budget worksheet is provided to assist you with this. Please include the cost of any disability supports such as adaptive equipment or other assistance that you may require to complete training.

Funding is based on needs. The funded budget will be negotiated with your Opportunities Fund Community Coordinator.

### **Step 6: Putting your Plan into Action**

Review your application with your Case Manager to ensure it is complete.

Completed applications must be delivered to an Opportunities Fund Community Coordinator by your Case Manager.