

Individual Pathways Plan (IPP)

Grade 10

What is an IPP?

- IPP stands for Individual Pathways Plan
- Planning for secondary, post-secondary and beyond, using **myBlueprint**
- Sections:
 - **Complete Assessment “Explorations”** – complete interest inventory to explore occupations.
 - **Goal Setting** – Set SMART goals and plans of action to achieve them.
 - **Resumé & cover letter** – Keep record of your extra-curricular, co-op and work experiences.
 - **High School Planner** – Add courses, plan towards graduation and discover your options.
 - **Post-Secondary Planner** – Explore and compare every pathway across Canada.
 - **Occupation Planner** – Find out more about your future opportunities.
 - **Financial Planner** – Use to help plan and track finances for post-secondary.
 - **My Portfolio & Reflections** – Aids in building a career portfolio to include various experiences.

How to Start:

You will require the information below to get started:

- ✓ **Ontario Education Number (OEN)** found on your report card or in your student portal.
- ✓ **Date of Birth (DOB)**

1. **Click** on www.myBlueprint.ca/tvdsb link and **Log in** with your email and password. **Did you forget your password?** Click “forgot your password” and enter your email on the next page. **Do not remember your register email?** Follow the New User steps below to retrieve your account. **Don’t have an account?** Select our school from the New User box and follow the instructions below on how to create an account.

CREATING AN ACCOUNT
- Under New User select Sir Wilfrid Laurier Secondary School ablucas
- Click on “Create Account”.
- Select your Grade and click “Next Step”.
- Complete the account sign-up information.
- Go to your email to validate your email.

2. OVERVIEW – What do I need to do to complete my IPP?

Completed	Item	Explanation
	Log in	Log in during current school year
	Assessments	Complete Explorations
	Goal Setting	Add 2 Goals
	Resume & Cover Letter	Add an About Me
	High School Planner	Plan Courses to Graduation ➔ Use your Student Portal!
	Post-Secondary Planner	Favourite 1 Opportunity (2 Total)
	Occupation Planner	Rank Top 3 Occupations
	Financial Planner	Budget with 5 Fields
	Reflections	Add at least 1 Reflection to My Portfolio (lower left circle)

3. STEPS TO COMPLETING THE IPP:

ASSESSMENTS
Explorations – Gr 10 - 12 <u>Interest Inventory-5 step process</u>
Do the Explorations Inventory
<ul style="list-style-type: none">● 112 questions (Yes/No response to discover your interest areas)● 14 Select top 2 (select 2 Favourite interests)<ol style="list-style-type: none">1. Select 3 occupations (may filter by education level) by clicking * beside course.2. Select at least 3 related post-secondary opportunities by clicking on the * (divided by pathway options – apprenticeship, college programs, university programs, workplace opportunities).3. Click ‘Next: Final Report’ on bottom right of screen.4. Final Step gives you a summary of your Top Three Occupations Interest Areas, Your Favourite Occupations, Your Favourite Programs, and Videos of Interest.5. Click ‘Try Again’ to redo, if you would like.

3. STEPS TO COMPLETING THE IPP (*continued*)

GOAL SETTING

- Click on box "Goal Setting"
- Read the notes about create SMART (Specific, Measurable, Attainable, Relevant, Time Framed) goals
- **You must add/update 2 SMART goals**
- Click "Add Goal", select "Goal Type", "Timeframe", complete "Goal Description" and "How you will achieve your goal"

RESUME & COVER LETTER

- Select the box "Resume & Cover Letter"
- **Add an About Me**
- By completing the sections under Resume you can Preview a Resume layout.
- Also click on the 'Cover Letter' tab if you wish to create a cover letter.
- 'Guidelines and Tips', as well as 'Samples', are available under both the Resume and Cover Letter tab

HIGH SCHOOL PLANNER

- Click on the box "High School Planner"
- Enter your plan name "Plan 1", leave Graduation as default "OSSD"
- **Enter your courses you have taken and plan courses to graduation** (Click on course and search through the list to select)
- On the bottom choose Course Status as "Completed or Planned". (If it is completed you may enter a Final Grade)
- To add a course click "+Course"
- To delete click the red square on the top right of the box when the cursor is on top of the course
- As you complete you view the "Graduation Indicator" on the right-hand side, which reflects number of courses
- Pathway Eligibility shows how many apprenticeships, college, university and workplace options you have based on the courses you have taken/selected
- "Additional Graduation Requirements"
 - Enter in the number of Community Service hours you obtained each year.
 - Click if you have completed the literacy test requirement

POST-SECONDARY PLANNER:

- Click on the box "Post-Secondary Planner"
- Select Pathway and select show filters
- You can search by filters or by keyword
- Click on the * beside the program to be added to your favourites
- **Select your favourite one new post-secondary opportunity** (minimum 2 total)


OCCUPATION PLANNER

- Scroll to the bottom and select 'Occupation Planner'
- Search by Keyword, or select 'Show Filters' and Filter by categories
- Have already selected 3 Occupations by clicking on the * beside your favourites
- Rank Top 3 Occupations by dragging and dropping in order

FINANCIAL PLANNER

- Click on the box "Financial Planner"
- For information about Budgets see Links on the left (Budget Basics, Credit and Debt, Paying for Post-Secondary/Student Loans and Savings)
- Click on 'Create Budget'
- Complete the fields "Budget Name", "Start Date", "Relate To"
- Click on Create Budget
- **Budget with 5 fields** under Income (Family Contribution, Work Income, Student Loans, Scholarships/Bursary/Grants, and Other Income) and Expenses (Education, Living, Personal, Miscellaneous)
- To gain an idea of expenses, select a program under the 'Post-Secondary Planner' box and click on the 'expense' tab

MY PORTFOLIO & REFLECTIONS

- First, click on "My Portfolio & Reflections".
- Scroll down to bottom left and click on  to **add 1 reflection** or more.
- Your reflection can be about what you discovered through completing the tasks above.

OTHER IMPORTANT POINTS:

- ✓ Look at bar, on the top right hand side, to see what percentage of your IPP you have completed.
- ✓ When you have completed each section, the box for each part will turn white and have a check mark inside.
- ✓ At any time click "my Profile" top right to see an overview of all you have entered.
- ✓ **Job Finder**-Using search tool, find real-world job postings that relate to your occupations of interest, or search by Favourite Occupation.