Program Pathways
A Resource Guide for Students Planning their Secondary School Education
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As you get ready to begin your journey to secondary school, there are many decisions for you to make. This guide is designed to help you make those decisions and choose a program pathway that is right for you.

A program pathway consists of the combination of courses that make up your educational program and the supports provided by that program. It is designed to lead you to a particular destination and should reflect the goals that motivate you to complete your secondary education. Establishing a program pathway will help you be successful in your transition to the workplace, apprenticeship, college, or university.

Successful journeys begin with careful planning. In secondary school, the courses you choose will take you to a career destination. Your journey to that career begins as early as grades 7 and 8. There are many people available to help you plan your journey: guidance counsellors, teachers, parents, and community members.

You can select from a variety of types of courses to meet the needs of your individual pathways, including: Academic, Applied, Locally Developed Compulsory Courses (LDCC), Open, Workplace, College, and University/College.

There are many different pathways to success including: intervention programs, credit recovery, apprenticeships, cooperative education experiences, job-shadowing, courses, extra-curricular activities, and experiential education.

You may consider the following as part of your program pathway:

- cooperative education
- guidance and career education opportunities
- Ontario Youth Apprenticeship Program (OYAP)
- Partnering to Articulate for Student Success (PASS)

Your individual pathway depends on you, your interests, and talents.

You will know if you are successful if you reach your post secondary destination: college, university, or the workplace.

For more information about program pathway options, contact the Guidance Department in your school or Curriculum Services at the Ottawa-Carleton District School Board.
This flow chart shows the general pattern of program pathways.
Planning for a Successful Secondary School Journey

- Choose a destination and remember that destinations may change
- Gather information before you take your first step
- Complete your Annual Education Plan (AEP) each year

In planning, review your report card comments and marks, EQAO test results, other test/evaluation results, and perhaps the results from a learning styles inventory. Talk to your teachers, guidance counsellor, and parents about your plans. Do they think you are suited to a Locally Developed Compulsory Credit (LDCC), Applied, or Academic program?

Mapping Your Course Choices

You’ll need to decide what is right for you:

- Locally Developed Compulsory Credits (LDCC)
- Applied
- Academic
- Open

Here is an overview of those course choices:

Locally Developed Compulsory Credits (grades 9 and 10 English, Mathematics, and Science)

- Permit students to take six LDCCs which will lead to their Ontario Secondary School Diploma (OSSD)
- Support students in developing and enhancing strategies that they need to be competent readers and writers of documents used in the workplace and in everyday life
- Provide increased opportunities for remediation and consolidation of skills
- Provide students with an educational base to study Workplace and/or Open courses in grades 11 and 12
Applied (grades 9 and 10)

- Students develop knowledge and skills through theory and practical applications
- Students study core concepts
- Students study familiar and real-life situations to demonstrate ideas
- Students study practical and concrete applications of concepts
- Students focus on practical applications

Academic (grades 9 and 10)

- Students develop knowledge and skills through theory and practical applications
- Students study core concepts
- Students focus on theory and abstract thinking as the basis for future learning and problem solving

Open

- Prepares students for further study in a subject and will enrich their education
- Provides students with a broad educational base to prepare them for studies in grades 11 and 12
- Comprises a set of expectations that are appropriate for all students

**Step One**

Successfully pass the following 18 compulsory secondary school courses to earn a diploma:

- four English (one per grade level)
- three Mathematics (at least one in grade 11 or 12)
- two Science
- one French as a Second Language
- one Canadian Geography
- one Canadian History
- one Arts (Visual Art, Music, Drama, or Dance)
- one Health and Physical Education
- 0.5 Civics
- 0.5 Career Studies
- one of an additional English credit
  - or a third language
  - or a Social Sciences and Humanities credit
  - or an additional Canadian and World Studies credit
- one of a Business Studies credit
  - or an additional credit in Health and Physical Education
  - or an additional credit in the Arts
- one of a grade 11 or 12 Science
  - or a credit in Technological Education

Successfully complete the 12 additional optional credits of your choice.

**Step Two**

Obtain the secondary school literacy graduation requirement by fulfilling one of the following:

- Successfully completing the Ontario Secondary School Literacy Test (OSSLT)
- Successfully completing the Ontario Secondary School Literacy Course (OSSLC)
- Successfully passing a review by an adjudication panel

The Ontario Secondary School Literacy Test (OSSLT) is usually written by students in grade 10. Questions on the test are based on the curriculum expectations to the end of grade 9 covering the following subjects: English, Mathematics, Geography, Arts, and Physical Education. You will have opportunities during each of your classes to practice sample questions which will be similar to those on the test.

If you are not successful the first time you write the test, you will be able to retake it at a future date, or you may take the OSSLC. There are many programs in schools to help you improve your reading and writing skills. Schools offer the OSSLC in grade 12 (OLC40) which is designed to help students acquire and demonstrate the cross-curricular literacy skills that are evaluated by the OSSLT.
Step Three

Volunteer for 40 hours of community involvement.

It is required that all students complete 40 hours of volunteer hours of community involvement as part of their OSSD. This has been designed to instill an understanding of civic responsibility in students and to prepare them for the world of work and for life. Community involvement hours must occur outside of normal instructional hours. More information about community involvement can be found on the District’s web site at www.ocdsb.edu.on.ca.

Choose the Pathway That’s Right for You

Pathway for University and College Destinations

Students in grades 9 and 10 should enrol in Open, Academic, or Applied courses. Students in grades 11 and 12 should take courses appropriate to their choice of destination, as defined by individual college and university requirements.

Pathway for World of Work Destinations

Students who select courses at the Locally Developed, Applied, College, and Open levels or Cooperative Education, apprenticeships, and OYAP programs can develop pathways to the following career sectors:

• Construction
• Industry
• Motive Power
• Service
• Agriculture

Pathway for Students with Special Needs

The purpose of this pathway is to enhance student motivation and a student’s overall well-being by offering creative and flexible programming in courses where students will be successful. The Ontario Secondary School Certificate and the Certificate of Accomplishment are two possible options for students.
Ontario Secondary School Certificate (OSSC)

The OSSC will be granted upon request to students who leave school before earning the OSSD provided that they have earned a minimum of 14 credits as follows:

Compulsory Credits (total of seven)
- two credits in English
- one credit in Canadian Geography or Canadian History
- one credit in Mathematics
- one credit in Science
- one credit in Health and Physical Education
- one credit in the Arts or Technological Education

Optional Credits (total of seven)
- seven credits selected by the student from available courses

Students working towards a certificate are working on expectations to receive credits with accommodations and will take locally developed, college, or workplace classes. Students are given a preference for ‘hands-on’ courses and benefit from the learning strategies course, as well as additional guidance and support. Often students have an Individualized Education Plan (IEP) and have been officially identified through the Identification, Placement, and Review Committee (IPRC)) process. Cooperative education placements are recommended. If the student has written the literacy test and was unsuccessful, he/she should take the Ontario Secondary School Literacy Course (OSSLC).

Certificate of Accomplishment and Portfolio

- Students are working on modified course expectations and may be planning to take certain adaptive programs or other kinds of additional training or planning to find employment after leaving school
- Students are exempt from the literacy requirement for graduation
- Students work to earn a Certificate of Accomplishment with an accompanying portfolio
- Students work in small group settings
- Depending on individual strengths and staffing, there is an opportunity for integration with mainstream classes
- Students will have an IEP and have been identified in the IPRC process as requiring learning resource support

Students who leave school before fulfilling the requirements of the Ontario Secondary School Diploma (OSSD) or the Ontario Secondary School Certificate (OSSC) may be granted a Certificate of Accomplishment. The Certificate of Accomplishment may be a useful means of recognizing achievement for students who plan to take certain vocational programs or other kinds of further training or who plan to find employment after leaving school.
Apprenticeship and Skilled Trades Destinations

Students who choose an apprenticeship destination in a skilled trade will usually require an OSSD.

- Apprenticeship is a hands-on training program for people who want to work in skilled trades or occupations
- About 90 per cent of an apprenticeship involves on-the-job training by skilled trades persons
- About 10 per cent of an apprenticeship involves theoretical training at a community college
- The Ministry of Training, Colleges and Universities (MTCU) oversees certification of 140 skilled trades in Ontario in cooperation with skilled trades associations
- Most apprenticeships take between two to five years to complete, depending on the trade
- OYAP offers students who have completed grade 10 an opportunity to become registered apprentices while finishing high school. Eligible students should contact their school Cooperative Education teacher for more information

Ontario Youth Apprenticeship Program (OYAP)

OYAP promotes the skilled trades as a path to challenging and fulfilling employment.

- Ideal for practical, hands-on learners
- One-on-one tutelage with a skilled trades person
- Diverse, challenging, and rewarding opportunities for both males and females
- A risk-free chance to explore a career
- Payment by the employers during apprenticeship training
- Community college theory courses are subsidized by the Ministry of Training (MTCU)
- It’s possible for the student to gain summer employment in a skilled trade which reflects the student’s career opportunities, obtain a job with excellent wages, or become an entrepreneur
Pathways for World of Work Destinations – Helpful Questions and Answers

Pathways for World of Work Destinations, or ‘school-work transition program pathways’ as they are called by the Ministry of Education, refers to an appropriate and integrated collection of courses and supports that will prepare students for employment immediately on leaving secondary school. This type of program pathway provides students with the opportunity to complete secondary school diploma or certificate requirements, meet the entry-level requirements of a specific industry, develop employability and industry-specific skills, and obtain experience in the workplace.

Does selecting a school-work transition program pathway and using substitutes for compulsory courses affect the standing of the OSSD a student receives?

The principal, in consultation with parents and students, may use substitutions for compulsory credits as recognized in Ontario Secondary Schools, Grades 9 to 12: Program and Diploma Requirements, 1999. While each substitution is noted on the student’s Ontario Student Transcript, it does not have any impact on the diploma that the student will ultimately receive. Students may have up to three substitutions in total.

Will selecting a school-work transition program pathway prevent my son or daughter from receiving any post-secondary education?

Entering the workforce does not put an end to opportunities for further formal education. Many people go onto post secondary education as mature students having gained experience in their chosen fields after secondary school. For specific information about your son or daughter’s program and post-secondary options, please contact your local school.

Can students who follow a school-work transition program pathway look forward to fulfilling and successful careers?

Yes, they can. There are many opportunities for fulfilling and successful careers in every sector of the economy that do not require college or university education.

Where can I go for further information?

Please contact your secondary school guidance department or curriculum services.
Other Programs, Other Choices

For information about other programs that may be available to you, please consult the 2005-2006 Secondary School Courses calendar available on the District’s web site at www.ocdsb.edu.on.ca or by calling OCDSB Communications at 596-8211, ext. 8310.

In this course calendar, you’ll find information about:

- Adaptive Program
- Alternate Education Program
- Autistic Program
- Continuing Education Credit Program and Non-credit Program
- English as a Second Language and English Literacy Development
- Fine Arts Program
- French Immersion, Extended French Program, and International Languages Program
- General Learning Programs
- Gifted Programs
- High Performance Athlete Program
- Home Instruction Program
- International Baccalaureate
- Learning Disabilities Units
- Parenting Program
- Physical Support Unit Program
- Section 20 Program (M.F. McHugh Education Centre)
- Semi-Integrated Program for Students with Developmental Disabilities
- Special Support Unit (SSU)
- Supervised Alternative Learning Program for Excused Pupils (SALEP)
- Trading Places Justice Program
**Useful Terminology You Should Know**

**Annual Education Plan (AEP):** An AEP is a plan that all students in grades 7 to 12 must develop every year to identify their academic and career goals.

**Cooperative Education:** Cooperative Education or co-op is a work education program where students receive credits while promoting skill and career development.

**Course Calendar:** The Secondary School Courses calendar is an invaluable booklet describing available courses and diploma requirements. It has a lot of information in it for you and your parents/guardians about the OCDSB, secondary schools, and possible pathways. You will receive a copy from your school.

**Course Code:** All secondary school courses are indicated by a course code found in the course calendar. For example, grade 9 English is ENG1L (Locally Developed Compulsory Credit), ENG1P (Applied), or ENG1D (Academic).

**Credit:** A credit is what you earn after successfully completing a course. A one-credit course is scheduled for a minimum of 110 hours; some courses may be scheduled for 220 hours.

**Crossover Courses:** When a student plans to switch from one course type in grade 9 to another in grade 10 in the same subject (for example, from Applied to Academic), the student will be encouraged to successfully complete additional course work of up to 30 hours as defined by the Ministry of Education. Crossover course material is available from your school or on the following web site, [www.ilc.org/cfmx/COMMON/SearchForm.cfm](http://www.ilc.org/cfmx/COMMON/SearchForm.cfm).

**Ontario Student Record (OSR):** Your OSR is the official record of your school career. It contains registration forms, report cards, test results, and your secondary school transcripts.

**Ontario Student Transcript:** This is an official record of all the courses you successfully completed. It serves as an official record of the successful completion of the literacy requirement and community involvement hours required for graduation.

**Ontario Youth Apprenticeship Program (OYAP):** OYAP enables students to meet diploma requirements in an out-of-school setting where a certified journey person supervises their on-the-job training according to the regulations of a skilled trade.

**Prerequisite:** A prerequisite course is a course that you must pass before moving on to the next level.

**School Handbook/Agenda:** In grade 9 you will receive a copy of the school agenda. The agenda outlines school policies and the calendar of school events. Your agenda should be used as a planning tool.

**Timetable:** Every student will receive a timetable, which will indicate the courses you take, what time each class takes place, the room number, and your teacher’s name.

**Transfer Course:** Transfer courses will be offered to students who wish to change from one course type to another (for example, college to university) in the same subject between grades 10, 11, and 12. They are partial-credit courses that bridge the gap between courses of two different types in the same subject and grade. Students who revise their educational and career goals and who wish to change from one destination-related stream to another in a particular subject may often do so by taking a transfer course.
Useful Web Sites

Applications of Working and Learning National Project: www.awal.ca
Apprentice Search: www.apprenticesearch.com
Essential Skills Research Project: www15.hrdc-drhc.gc.ca
Mazemaster: www.mazemaster.on.ca
Ministry of Education: www.edu.gov.on.ca/
Ontario Skills Passport: http://skills.edu.gov.on.ca
Ontario Tourism Education Corporation: http://otec.org
Ontario Youth Apprenticeship Program: www.edu.gov.on.ca/eng/training/apprenticeship/skills/oyap.html
Ottawa-Carleton District School Board: www.ocdsb.edu.on.ca
Partnering to Articulate for Student Success: www.passpathways.on.ca
Passport to Safety: www.passporttosafety.com
SkillPlan: www.skillplan.ca
Skills Connect: www.edu.gov.on.ca/skills.html
Student Counsellor: www.studentcounsellor.com
About the Ottawa-Carleton District School Board

The OCDSB is the largest school district in Eastern Ontario serving students within a 2,760 square kilometre area known as the city of Ottawa. We are the seventh largest district by school population in the province of Ontario.

Our Mission
The Ottawa-Carleton District School Board challenges all students to achieve personal excellence in learning and responsible citizenship within a safe, equitable, diverse, and caring environment.

Our Students
We have a vibrant, enthusiastic learning community that is representative of Ottawa’s increasingly rich ethnocultural diversity. Our students can study in both French and English and new students to Canada can select English as a Second Language (ESL) courses. International language classes are also offered.

We have 150 school sites (118 elementary, 27 secondary including the Adult High School and five secondary alternate sites).

Our schools provide English with Core French, Early French Immersion (IFI), Middle French Immersion (MFI), and Late French Immersion (LFI) programs, which are delivered in single, dual, and triple-track schools. There are also six alternative elementary programs located or co-located in some areas of the District’s jurisdiction.

Secondary Schools
There are 27 secondary schools with grades 9 to 12, including the Adult High School. Our secondary schools offer a wide variety of programs including French Immersion, Extended French, Gifted, Special Education, and ESL programs. System programs include an International Baccalaureate Program, an Arts Program, High-performance Athlete programs, and Alternate Secondary programming at distinct sites.

Two secondary adaptive schools, the Ottawa Technical Learning Centre and Sir Guy Carleton Secondary School, provide students with positive, successful educational experiences in a four-year program. Students from across the city attend these schools to learn skills geared to the world of work. In addition, our District operates five secondary alternate program sites _ Elizabeth Wyn Wood, Frederick Banting, Norman Johnston, Richard Pfaff, and Urban Aboriginal.

Please refer to the individual school profiles for more details about programs on the District’s web site at www.ocdsb.edu.on.ca.
Special Thanks

This guide was produced by Curriculum Services under the direction of Coordinating Superintendent of Instruction Laura McAlister and Principal of Curriculum Services Lesleigh Dye.

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