

Career Cruising for Individuals with Special Needs

(For a career centre setting)

The purpose of this document is to help you identify ways in which you can use Career Cruising's ccSpringboard program with clients with special needs. In this document we will provide suggested activities and accommodations while we answer the following questions:

- Is Career Cruising compatible with accessibility standards?
- How can I use ccSpringboard's assessments with my clients?
- How can I find useful and appropriate career information for my clients?
- How will I know which post-secondary institutions can meet my clients' needs?
- How can I help my clients prepare for the world of work?
- How can my clients use the My Plan tool to work on a Transition Plan?
- How can I communicate with my clients and track their progress?

Is Career Cruising compliant with accessibility standards?

Career Cruising is fully compliant with a leading set of web accessibility standards, Section 508 of the Americans with Disabilities Act (ADA 508). Although we are a Canadian company, we have opted to focus on ADA 508 compliance because it is a comprehensive and widely-used set of standards that we feel help us achieve the best level of accessibility for all individuals.

To attain ADA 508 compliance, we have followed detailed guidelines to make sure that the ccSpringboard program is as accessible as possible for people with disabilities, particularly those who require assistive technology such as screen readers. Individuals using screen readers will notice that all of the images in ccSpringboard have been tagged with descriptive text, repetitive sections of navigation can be easily skipped, and all data fields in forms have descriptive tags to make it easy to enter information.

How can I use ccSpringboard's assessments with my clients?

Career Matchmaker

- Consider using the level of education question first, to ensure career suggestions are realistic (can be activated in CAMS)
- Complete Matchmaker with clients to ensure they understand the questions (consult the More Info section next to each question for clarification if needed)
- Remind clients that the activities take place in a work setting, not a recreation setting
- When careers on the suggestion list are not appropriate to clients' abilities, consider reviewing the suggested clusters to find more appropriate careers

Related Activities:

Activity #3 – Using Career Matchmaker

Activity #4 – Your Career Ideas & Career Matchmaker

My Plan Activity #2 – Career Matchmaker

My Skills

- Where appropriate, use My Skills to see if clients have/can develop the necessary skills for the career; compare with related careers that may be more appropriate
- Incorporate necessary skills into clients' Transition Plans

Related Activities:

Activity #11 – Using My Skills

Activity #10 – Discovering Your Work Skills

Learning Styles Inventory

- Have clients complete this assessment to help them, and you, understand the way(s) in which they learn best
- Incorporate strategies for learning into Transition Plans to the workplace, or share with student services at post-secondary institutions

Related Activities:

Activity #14 – Learning Styles

Additional accommodation suggestions:

- When working with a large group, or when time limits are a concern, consider having clients complete the assessment(s) on paper first and then enter the results online (please contact your client account manager for paper-based versions of ccSpringboard's assessments)
- For clients who have difficulty in reading comprehension, work with them and provide concrete examples for questions that are unclear
- If you feel Career Matchmaker will provide inappropriate results based on clients' needs and abilities, try using the Career Selector

How can I find useful and appropriate career information for my clients?

Career Profiles

- Where reading ability/reading comprehension is an issue, use audio/video clips so clients can hear what is being said along with the text
- Use PhotoFile to view activities, appropriate dress, and equipment used to see if clients would be comfortable/able to complete tasks
- When reviewing the interview questions and answers and likes/dislikes/advice sections, ask clients if they feel the same way, and if they could see themselves doing the things described
- Look at "A Day in the Life" so clients have an understanding of how a day's schedule might unfold (length, hours, types of activities, etc.)
- Where applicable, check the Other Resources section for links to Human Resources and Skills Development Canada's Essential Skills profiles to ensure that clients are prepared; consider incorporating this information into clients' Transition Plans
- When clients select a career for which they may not be able to complete the necessary training/daily tasks, look at the related careers for another career that might be better suited to their needs/abilities

- Clients can save careers of interest to My Plan and add their thoughts or comments for future review

Related Activities:

Activity #6 – Comparing Careers

Activity #8 – Career Fair Project

Activity #9 – Career Interview Project

Activity #10 – Discovering your Work Skills

My Plan Activity #3 – Careers that Interest Me

Search options

- When searching by keyword, be sure to review all matching careers
- Use search by school subject/cluster and filter by level of education to find careers that clients are interested in that will also match their educational goals
- For career names that are difficult to spell, try using the search by index

Related Activities:

Activity #1 – School Subjects and Careers

Activity #2 – Using School Subjects in the Workplace

Activity #7 – Career Clusters Research Project

My Plan #3 – Careers that Interest Me

Career Selector

- Clients can specify their School Subjects and Career Clusters of interest along with their educational goals
- Clients can use Core Tasks to look for careers where they will perform tasks that are important to them
- Clients can remove careers from their suggestion lists that require them to perform tasks that they may not be able to do (e.g. heavy lifting, doing a lot of mathematical calculations, doing a lot of reading and writing) by using the Working Conditions section

Related Activities:

Activity #5 – Using Career Selector

My Plan Activity #3 – Careers that Interest Me

How will I know which post-secondary institutions can meet my clients' needs?

School Profiles

- When looking at school profiles, be sure to check the key contacts for the special needs services section, which links to a website where you can determine if that school can meet clients' needs
- The housing information section also lets your clients with physical challenges know if the on-campus housing is accessible
- When viewing the programs offered, filter by the type of program that clients' expect to complete so they see realistic information
- Clients can save schools of interest to My Plan and add their thoughts or comments for future review

- Where available, click on the Globe Campus link on the school profile page to view information from a student survey on topics including:
 - Satisfaction with Services for Students with Disabilities
 - Satisfaction with Availability of Up-To-Date Technology in Classrooms
 - Satisfaction with Class Size
 - Satisfaction with Sense of Personal Safety and Security
 - Satisfaction with Campus Medical Services
 - Satisfaction with Overall Quality of Career Preparation

Related Activities:

Activity #13 – Post-Secondary Research Exercise

My Plan Activity #4 – Schools that Interest Me

College/University Programs

- Review the admission requirements to be sure that clients have met the necessary prerequisites
- Clients can save programs of interest to My Plan and add their thoughts or comments for future review

Related Activities:

Activity #13 – Post-Secondary Research Exercise

My Plan Activity #4 – Schools that Interest Me

Apprenticeship Information

- Contact local offices for more information on accommodations
- Review the apprenticeship profiles to ensure that clients can meet the educational pre-requisites
- Clients can save apprenticeships of interest to My Plan and add their thoughts or comments for future review
- Explore the related career profiles (where available) for more information about the tasks and working conditions

Related Activities:

Activity #12 – Exploring Apprenticeship Training

How can I help my clients prepare for the world of work?

Employment Guide

- Our employment guide is designed to help individuals prepare for the job search process and guide them through the processes of:
 - researching potential employers
 - writing resumes
 - writing effective letters
 - preparing for interviews
 - getting ready for the first day on the job

Job Search Tool

- Clients can search for local job opportunities from the Employment section or from a career profile

Resume Builder

- Help clients use the resume builder to create a draft resume that reflects all of their experiences
- Refer to soft content in the Employment Guide for more information

Related Activities:

My Plan Activity #8 – Using the Resume Builder

How can clients use the My Plan tool to build a Transition Plan?

My Plan

- Clients can create a personal online portfolio
- Clients can then save information gathered from their research in Career Cruising, as well as add additional details about their education and career planning activities

Related Activities:

My Plan Activity #1 – Creating Your Account

My Assessments

- Review assessments taken earlier in the year (Learning Styles, Career Matchmaker, My Skills)
- Record results from other assessments clients have taken

Related Activities:

My Plan Activity #2 – Career Matchmaker

Activity #3 – Using Career Matchmaker

Activity #4 – Your Career Ideas & Career Matchmaker

Activity #11 – Using My Skills

My Careers

- Include important information about required skills and training in the comments section of My Saved Careers
- Review and update criteria used in the Career Selector

Related Activities:

My Plan Activity #3 – Careers that Interest Me

Activity #1 – School Subjects and Careers

Activity #2 – Using School Subjects in the Workplace

Activity #5 – Using Career Selector

Activity #6 – Comparing Careers

Activity #7 – Career Clusters Research Project

Activity #8 – Career Fair Project
 Activity #9 – Career Interview Project
 Activity #10 – Discovering Your Work Skills

My Education

- Add details about student services and accessibility in the comments section of My Saved Schools
- Keep track of requirements in the comments sections of My Saved Programs and My Saved Apprenticeships

Related Activities:

My Plan Activity #4 – Schools that Interest Me
 Activity #12 – Exploring Apprenticeship Training
 Activity #13 – Post-Secondary Research Exercise

My Goals & Plans

- Begin with goal setting using the Career & Life Goals section
- Keep track of relevant activities that will help clients learn work skills or prepare for post-secondary education under Career Planning Activities
- Encourage clients to create a Post-Secondary Plan as a roadmap for next steps

Related Activities:

My Plan Activity #6 – Career Preparation and Planning
 Activity #10 – Discovering Your Work Skills

My Activities & Experiences

- Have clients keep track of their actual skills under Skills & Abilities, and describe their proficiency in the comments section
- Clients can also note how they are working to further develop each skill.
- Have clients keep track of personal activities and Hobbies & Interests
- Be sure to note any awards/certificates received
- If clients have any previous work experience, encourage them to keep track of each experience in the Work Experience section, and list a reference wherever possible
- If clients have performed any volunteer work, be sure it is noted in the Volunteer Experience section
- Clients can also use the Volunteer Experience or Work Experience sections to keep track of unpaid internships or job-shadowing programs

Related Activities:

My Plan Activity #7 – Activities & Experiences
 Activity #10 – Discovering Your Work Skills

Resume Builder

- Help clients use the resume builder to create a draft resume that reflects all of their experiences
- Refer to soft content in the Employment Guide for more information

Related Activities:

Portfolio Activity #8 – Using the Resume Builder

Share My Plan

- Clients can share sections of their Plans with prospective employers, offices for students with special needs, placement counsellors etc.

My Files

- Keep track of documents related to work/volunteer experiences, extracurricular activities, etc.
- Add resumes, letters, projects, or transition plans directly into My Plan

My Journal

- Encourage clients to reflect on their experiences and share their feelings throughout the transition process

How can I communicate with my clients and track their progress?

- Using the Career Advisor Management System (CAMS), you can send clients messages about upcoming centre/local events
- View clients' Plans and all of the information they have saved, including journal entries
- You can keep track of advisement sessions using the Advisement Log
- You can group all of your special needs clients together under one advisor for easy group reporting, communicating, and uploading/sharing of files using the grouping tool in CAMS
- Add documents and links to clients' My Plan homepages to direct them to relevant resources
- Download the activities listed under Related Activities in MS Word format and tailor them to your clients' needs and abilities (including modifying content, language, and text size)

If you have any questions about where any of the above features or activities are located, please contact your client account manager:

1-800-965-8541