



# **Employment Support Curriculum Outline**

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# Overview

Employment empowers young people. It fosters well-being, builds independence, and provides opportunities to contribute positively to the community. Youth with disabilities in British Columbia face barriers to employment, and while employment services exist across the province to address these barriers, their availability and accessibility vary significantly. This variation results in a fragmented employment support landscape, making it challenging for youth with disabilities to access support. When youth with disabilities can access employment services, they often find that programs are tailored to adults and don't meet their specific needs. Targeted, youth-focused employment support can help address these barriers and promote equitable access to meaningful employment opportunities.

The CanWork BC Employment Support Curriculum aims to help address these challenges by offering a structured yet flexible framework for supporting youth with disabilities through their employment journey. Recognizing the dynamic nature of today's employment landscape and everyone's unique journey, the curriculum offers a holistic, youth-centered approach that extends beyond pre-employment skills, focusing on long-term personal growth and career satisfaction through five support dimensions. These dimensions can be approached linearly or customized to suit individual needs, making the curriculum adaptable to various

practices and experiences. Accompanied by user guides and a self-serve tool, the CanWork BC Employment Support Curriculum design is accessible and practical for youth with disabilities and community partners—employment service providers, educators, caregivers, and employers—across diverse settings.

# **Employment Support Curriculum**

This curriculum offers a structured approach to employment support for youth with disabilities. It emphasizes what is covered and why it is important. The curriculum includes:

- Goals and outcomes
- Key dimensions of support
- Core topics covered and structured approach

## **Facilitator Guides**

The facilitator guides are resources designed for employment service providers and educators to support effective curriculum delivery. They focus on how to use and apply the curriculum. The facilitator guides include:

- Curriculum delivery structure
- Activity suggestions and instructions

- Timing recommendations
- Applications for each community partner group
- Discussion prompts /reflective questions

# **Self-serve Employment Support Tool**

The CanWork BC self-serve tool provides youth with disabilities flexible, timely access to curriculum-based employment training in an engaging format. Youth can use it independently or with support from a service provider, educator, or caregiver. Employers can also use the tool as a professional development resource. Available as an online platform or PDF workbook, it includes:

- Curriculum-based content
- Information and learning on core topics
- Engaging activities
- Reflective resource

# Background

The availability and accessibility of employment programs vary widely across British Columbia, resulting in a fragmented support landscape that can be difficult for youth with disabilities to access and navigate. Different communities offer different programs, each with its own rules and eligibility criteria based on funding sources. While many employment services across the province provide effective and innovative support, a lack of coordination among them creates inconsistent experiences for youth with disabilities. This inconsistency makes it challenging for youth with disabilities to access support for their employment needs and may contribute to lower participation in employment programs.

In addition to these challenges, most programs are designed for adults, whose needs differ from those of youth. This further complicates the ability of youth with disabilities to receive effective support. Community partners also face difficulties navigating this fragmented system and often lack clear guidance for addressing disability-related topics. This can limit their capacity to effectively support youth with disabilities in their employment journeys.

To address these challenges, the Ministry of Social Development and Poverty Reduction (MSDPR) funded CanAssist at the University of Victoria to develop a Provincial Employment Strategy for Youth with Disabilities (ESYD). As part of the initiative, the ESYD collaborated with key community partners to create a suite of tools and resources— [CanWork BC](#)—for youth, caregivers, educators,



employers and employment service providers. The CanWork BC Employment Support Curriculum provides a consistent and coordinated framework tailored to the employment needs of youth with disabilities. Created in collaboration with youth with disabilities, service providers, and subject matter experts, the youth-centered curriculum takes a holistic approach to employment support. This community-centered development process ensures the curriculum aligns with the unique needs, goals, and strengths of youth with disabilities across the province, creating a model that is both accessible and meaningful.

# Purpose

The curriculum aims to establish a central framework that unifies and highlights the valuable employment support work available across the province, creating a more consistent and coordinated approach tailored specifically for youth with disabilities. Designed to be flexible and adaptable, the curriculum allows users to engage in a way that fits their unique situation. Key aims include:

- **Comprehensive support:** The holistic approach addresses broader life areas and skills across five dimensions of support that extend beyond employment preparation to help long-term employment stability and satisfaction.
- **Flexible approach:** The non-linear design allows community partners to adapt the curriculum to their practices, whether using it in full or integrating parts as supplementary

resources.

- **Individualized support:** Youth can access the content most relevant to their needs. They can complete all modules or focus on specific topics, with the flexibility to revisit sections as needed, ensuring tailored support for individual experiences.

## Guiding Principles

The guiding principles embody the core values and beliefs that shape the curriculum. Rooted in these principles, the curriculum's design and purpose are influenced as follows:

- **Focus on youth experience:** The youth-centered curriculum addresses the unique transitions and challenges youth with disabilities face, empowering them to guide their own employment journey.
- **Amplify community voices:** Developed collaboratively with community partners, the curriculum prioritizes the perspectives of community partners to ensure relevance and alignment with the employment needs of youth with disabilities.
- **Foster inclusivity:** Designed with universal accessibility in mind, the curriculum aims to promote inclusivity across employment services throughout the province.
- **Embrace diversity:** The curriculum acknowledges the varied identities and experiences of youth with disabilities and aims

to provide flexible support responsive to each youth's current position on their employment journey.

- **Promote lifelong learning:** Reflecting the dynamic, non-linear nature of the employment journey, the curriculum encourages continuous learning, offering support from job preparation through sustained engagement through the employment journey.
- **Prioritize wellness:** The curriculum recognizes wellness as integral to the employment journey. It takes a holistic view of employment and aims to support the well-being of youth with disabilities.

## Big Ideas

The curriculum highlights essential knowledge, skills, and behaviors that foster impactful, practical support for youth throughout their employment journey. Key outcomes for each area are addressed across all dimensions of support, ensuring relevance and applicability. These outcomes include:

- **Knowledge:**
  - Recognize the multi-dimensional and dynamic nature of the employment journey and identify the importance of creating their own unique path.
  - Identify and describe personal attributes and relate these to their employment journey.
  - Recognize the importance of employment across different aspects of life.

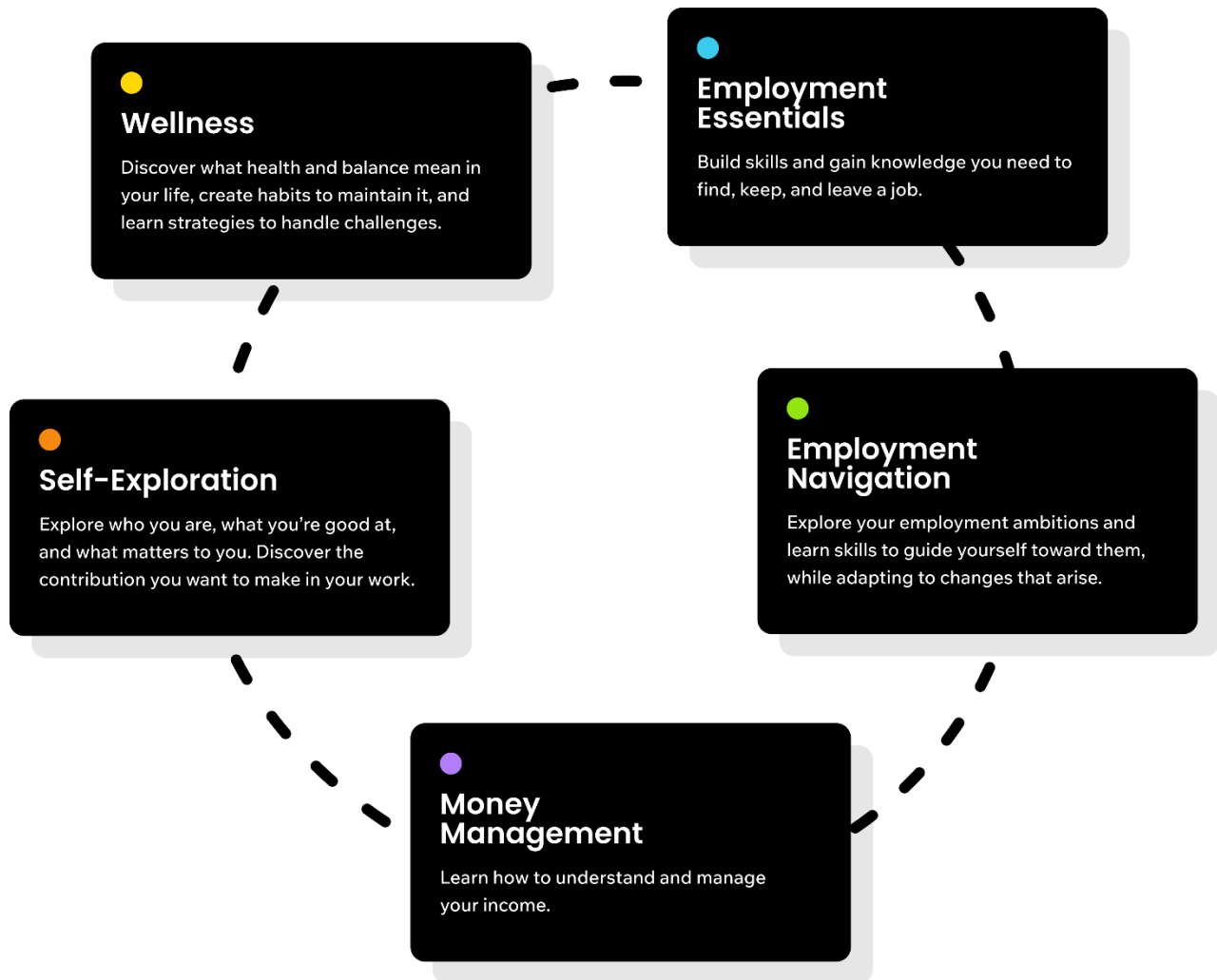
- Describe how each dimension contributes to well-being and assess the impact of personal well-being on employment experiences.
- **Skills:**
  - Identify personal aspirations and analyze gaps between current skills and desired outcomes to set realistic goals and work toward them.
  - Develop and apply essential life skills that, while not directly linked to employment, are crucial for effectively navigating the employment journey.
  - Create and implement strategies to connect employment to motivation, purpose, and community involvement for job satisfaction and personal growth.
  - Develop job readiness materials and professional skills to navigate the employment journey and make informed career decisions.
- **Behaviours:**
  - Develop and implement continuous self-reflection practices to stay aligned with goals, inform future decisions, and change course as necessary.
  - Apply job readiness skills and strategies to confidently navigate the employment landscape and pursue career opportunities that align with personal aspects and foster growth.
  - Apply wellness practices in personal and employment situations to develop a growth mindset, consider controllable aspects, and manage challenges effectively.
  - Develop strategies to understand and respect the values and experiences of themselves and others and analyze

how these actions contribute to an inclusive environment.

# Curriculum Model

The curriculum is guided by CanWork BC's Employment Support Model for Youth with Disabilities, consisting of five dimensions of support that are key to successfully navigating the employment journey. These dimensions are non-linear, allowing youth with disabilities and community partners to access employment support in a way that aligns with individual goals and needs. The dimensions include:

- **Employment Essentials:** Builds practical skills for job seeking, retention, and transition.
- **Employment Navigation:** Supports employment decision-making, exploring and pursuing employment ambitions, and managing change.
- **Money Management:** Builds skills for understanding and managing income.
- **Self-Exploration:** Encourages exploration of personal qualities and how to relate them to the employment journey.
- **Wellness:** Examines the relationship between work and well-being and builds personal wellness practices.



# Using the Curriculum

The curriculum is designed for use by various community partner groups. A set of user guides and a self-serve employment support tool provide adaptable, practical resources to support each group of community partner's curriculum use.

## Audience

This curriculum is an adaptable framework to be used by:

- **Youth with disabilities:** To navigate their employment journey with flexible, tailored support.
- **Caregivers:** To provide effective support for youth with disabilities through tailored, accessible resources and tools.
- **Employment service providers:** To provide individualized employment support tailored for youth with disabilities.
- **Educators:** To incorporate flexible, holistic employment education into their practice.
- **Employers:** To foster inclusive workplaces and promote retention of young people with disabilities.

## Curriculum Structure

The curriculum aims to provide a cohesive, structured approach to employment support for youth with disabilities, outlining goals and outcomes and core topics across five essential dimensions of the employment journey. These five dimensions are non-linear, with each dimension divided into five modules. Each module addresses a topic area related to the dimension and is divided into three sections, each focusing on a more specific topic. The curriculum layout is as follows:

- **Curriculum overview:** Offers a high-level introduction to the curriculum, including:
  - Curriculum outline: A summary of the five dimensions with brief descriptions of the core content covered within each dimension.
  - Curriculum outcomes chart: A chart mapping the curriculum outcomes across each dimension, ensuring all outcomes are addressed across the curriculum.
- **Dimension overview:** Offers an introduction to the dimension, including:
  - Dimension outline: A summary of the five modules within each dimension, describing each topic area. The modules can be accessed non-linearly, allowing flexibility to adapt to individual needs.
  - Dimension outcomes: A chart mapping the curriculum outcomes explored across the dimension.
- **Module breakdown:** Details the content covered in the modules, including:



- Curriculum outcomes: A reference to the main curriculum outcomes covered in the module.
- Module goal: A clear statement outlining what the user can expect by the end of the module, helping to maintain focused content.
- Section breakdown: Three sections that make up the module, each with a description of the topics covered.
- Module outcome: A statement summarizing the specific knowledge, skills, and behaviours youth can expect to develop by the end of the module.

# Curriculum Outline

**Curriculum Goal:** Empower youth with disabilities to confidently navigate their employment journey by providing holistic support to meet their unique needs and experiences.

## Curriculum Dimensions

- **Employment Essentials**

Gain the skills needed to find, keep, and transition from a job. This dimension covers job search strategies, workplace navigation, excelling in a role, and managing career transitions.

- **Employment Navigation**

Explore employment options, set career goals, and build strategies for continuous learning. This dimension covers career exploration, goal setting and refinement, and professional development.

- **Money Management**

Build knowledge about money to confidently manage income throughout the employment journey. This dimension covers understanding financial documents related to employment, managing and budgeting income, financial safety, and planning for the future.

- **Self-Exploration**

Connect personal attributes to the employment journey, including strengths, values, and identity. This dimension covers identifying personal attributes, identity exploration, and understanding career purpose and motivation.

- **Wellness**

Prioritize health and balance through the employment journey. This dimension covers defining and exploring wellness, maintaining work-life balance, and identifying and reaching out to support systems.

**Curriculum Outcome:** By the end of this curriculum, youth with disabilities will have the knowledge, tools, and skills to confidently navigate their employment journey, fostering independence and self-awareness for lasting career growth and success.

# Curriculum Outcomes

## Knowledge

- **Outcome 1:** Recognize the multi-dimensional and dynamic nature of the employment journey and identify the importance of creating their own unique path.
- **Outcome 2:** Identify and describe personal attributes and relate these to their employment journey.
- **Outcome 3:** Recognize the importance of employment across different aspects of life.
- **Outcome 4:** Describe how each dimension contributes to overall well-being and assess the impact of personal well-being on employment experiences.

## Skills

- **Outcome 1:** Identify personal aspirations and analyze gaps between current skills and desired outcomes to set realistic goals and work toward them.
- **Outcome 2:** Develop and apply essential life-skills that, while not directly linked to employment, are crucial for effectively navigating the employment journey.
- **Outcome 3:** Create and implement strategies to connect employment to motivation, purpose, and community involvement for job satisfaction and personal growth.
- **Outcome 4:** Develop job readiness materials and professional skills to navigate the employment journey and make informed career decisions.

## Behaviour

- **Outcome 1:** Develop and implement continuous self-reflection practices to stay aligned with goals, inform future decisions, and change course as necessary.
- **Outcome 2:** Apply job readiness skills and strategies to navigate the employment landscape with confidence and pursue career opportunities that align with personal aspects and foster growth.
- **Outcome 3:** Apply wellness practices in personal and employment situations to develop a growth mindset, considering controllable aspects and managing challenges effectively.
- **Outcome 4:** Develop strategies to understand and respect the values and experiences of themselves and others and analyze how these actions contribute to an inclusive environment.

Employment Essentials	Knowledge outcome				Skills outcome				Behaviour outcome			
Module	1	2	3	4	1	2	3	4	1	2	3	4
Creating a Job Search Toolkit	✓	✓						✓		✓		
Applying for Job Opportunities	✓	✓						✓		✓	✓	
Starting a New Job	✓							✓		✓		✓
Navigating the Workplace	✓				✓			✓		✓		✓
Moving on from a Job	✓			✓	✓			✓	✓	✓		

<b>Employment Navigation</b>	<b>Knowledge outcome</b>				<b>Skills outcome</b>				<b>Behaviour outcome</b>			
<b>Module</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Understanding Employment Basics	✓	✓	✓				✓	✓		✓		
Exploring Career Pathways	✓	✓						✓	✓	✓		
Planning a Career Path	✓				✓			✓	✓	✓		
Navigating the Career Journey	✓				✓			✓	✓	✓	✓	
Fostering Career Growth	✓						✓	✓	✓	✓		

<b>Money Management</b>	<b>Knowledge outcome</b>				<b>Skills outcome</b>				<b>Behaviour outcome</b>			
<b>Module</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Understanding Money Basics		✓	✓			✓				✓		
Setting a Financial Foundation			✓			✓			✓	✓		
Building Money Management Skills					✓	✓			✓	✓		
Exploring Effective Budgeting			✓		✓	✓	✓		✓		✓	
Fostering Financial Futures		✓	✓		✓	✓	✓		✓			

<b>Self-Exploration</b>	<b>Knowledge outcome</b>				<b>Skills outcome</b>				<b>Behaviour outcome</b>			
<b>Module</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Building a Foundation for Self-Exploration	✓	✓				✓				✓		✓
Identifying Personal Qualities	✓	✓				✓	✓			✓		
Connecting Personal and Social Qualities	✓	✓	✓			✓			✓	✓		✓
Mapping Community Connections				✓		✓	✓					✓
Fostering the Drive to Thrive	✓				✓		✓		✓	✓		✓

<b>Wellness</b>	<b>Knowledge outcome</b>				<b>Skills outcome</b>				<b>Behaviour outcome</b>			
<b>Module</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Understanding Wellness		✓	✓	✓		✓	✓				✓	
Fostering Wellness		✓		✓	✓	✓			✓		✓	
Creating a Wellness Plan				✓	✓	✓			✓		✓	
Connecting Wellness to Employment	✓		✓	✓			✓			✓	✓	
Seeking and Offering Support				✓		✓			✓		✓	✓



# **Dimension Outline:**

## **Employment Essentials**

Gain the skills needed to find, keep, and transition from a job. This dimension covers job search strategies, workplace navigation, excelling in a role, and managing career transitions.



**Dimension Goal:** Support youth with disabilities to build the skills and gain knowledge needed to find, keep, and transition from a job.

- **Module: Creating a Job Search Toolkit**

This module covers where to find job openings, strategies for deciding if a job is a good fit, and how to create a resume, cover letter, and reference list.

- **Module: Applying for Job Opportunities**

This module covers how to apply to jobs, and what to do before, during, and after an interview.

- **Module: Starting a New Job**

This module covers how to accept a job offer and navigate the onboarding process, including understanding what is expected in a new role and building relationships with coworkers.

- **Module: Navigating the Workplace**

This module covers how to manage daily work tasks, understand workplace expectations, grow in your role, and manage common workplace challenges.

- **Module: Moving on from a Job**

This module covers when to move on from a job, how to write a resignation letter, and ways to professionally transition from a job and pursue new career opportunities.

**Dimension Outcome:** By the end of this dimension, youth with disabilities will have the knowledge, tools, and skills to find, keep, and transition from a job, including:

- Finding job opportunities
- Creating resumes, cover letters, and reference lists
- Completing interviews
- Accepting and negotiating job offers
- Navigating onboarding processes
- Understanding workplace expectations
- Managing work tasks
- Applying essential skills to excel in a role
- Managing common workplace challenges
- Knowing when to move on from a job
- Writing a resignation letter
- Professionally transitioning from a job

# **Module Breakdown:**

## **Employment Essentials**

### **Module: Creating a Job Search Toolkit**

#### **Module Goal**

Support youth with disabilities in building the skills and knowledge needed to search for jobs and create application materials.

- **Section 1: Finding Job Opportunities**

This section covers how to search for job opportunities, including navigating online job boards, leveraging network contacts, accessing employment service centers like WorkBC, and developing strategies to evaluate postings and assess whether a role is a good fit.

- **Section 2: Writing a Resume**

This section covers creating a resume and reference list, including strategies for highlighting skills, experiences, and achievements, accessing digital literacy resources if needed, and requesting references.

- **Section 3: Creating a Cover Letter**

This section covers creating a cover letter, including strategies for highlighting skills, experiences, achievements, and personal qualities.

## **Module Outcome**

By the end of this module, youth with disabilities will have the knowledge, skills, and tools to search for job opportunities and create resumes, cover letters, and reference lists.

# **Module: Applying for Job Opportunities**

## **Module Goal**

Support youth with disabilities in building the skills and knowledge needed to apply for jobs, complete interviews, follow up with applications, and accept job offers.

- **Section 1: Applying for Jobs**

This section covers how to apply for jobs, including tailoring a resume and cover letter for different positions and exploring various ways to apply for jobs.

- **Section 2: Interviewing for Jobs**

This section covers what to do before and during an interview, including researching the company/organization, answering and asking questions, requesting accommodations, and caring for well-being throughout the process.

- **Section 3: Navigating Post-Application Steps**

This section covers following up after sending a job application or completing an interview, including checking application status, sending thank you emails, handling rejection, celebrating successes, and accepting or negotiating a job offer.

## **Module Outcome**

By the end of this module, youth with disabilities will have the knowledge, skills, and tools to confidently navigate the job application process, including researching companies, tailoring application materials, preparing for and completing interviews, and handling post-application steps.

## **Module: Starting a New Job**

### **Module Goal**

Support youth with disabilities in building the skills and knowledge needed to start a new job, including navigating onboarding processes, understanding workplace expectations, and building professional relationships.

- **Section 1: Navigating Onboarding Processes**

This section covers what to expect when starting a new job, including considering questions to ask, completing onboarding paperwork, clarifying company policies, and disclosing disabilities.

- **Section 2: Understanding Workplace Expectations**

This section covers adjusting to a new workplace, including learning about company culture, understanding role responsibilities, requesting accommodations, and identifying where to go for questions or support.

- **Section 3: Building Professional Relationships**

This section covers making first impressions and building professional relationships, including skills for professional communication.

## **Module Outcome**

By the end of this module, youth with disabilities will have the knowledge, skills, and tools to navigate the job onboarding process, including understanding workplace expectations, and building positive professional relationships.

# Module: Navigating the Workplace

## Module Goal

Support youth with disabilities in building the skills and knowledge needed to maintain employment, including understanding workplace standards, strategies for growing in a role, and steps for addressing workplace challenges.

- **Section 1: Navigating Workplace Standards**

This section covers understanding and navigating general workplace standards, including professional behaviour, workplace culture, maintaining clear communication, and updating or requesting accommodations.

- **Section 2: Growing in a Role**

This section covers strategies for learning and growing in a role, including clarifying expectations, managing tasks, solving problems, and identifying professional development opportunities.

- **Section 3: Managing Workplace Challenges**

This section covers handling common workplace challenges and conflicts, including identify challenges, breaking down problems, outlining options to address them, communicating effectively, reflecting on outcomes for future learning, and seeking support as needed.

# **Module Outcome**

By the end of this module, youth with disabilities will have the knowledge, skills, and tools to navigate workplace standards, grow in their role, and manage workplace challenges effectively.

## **Module: Moving on from a Job**

### **Module Goal**

Understand how to leave a job professionally, including the process, expectations, and managing the transition.

- **Section 1: Deciding to Leave a Job**

This section covers determining if it's time to leave a job, including understanding there are situations where one may not choose to leave a job.

- **Section 2: Navigating Resignations and Terminations**

This section covers expectations for the resignation and termination process, including how to write a professional resignation letter and handle involuntary terminations.

- **Section 3: Managing the Transition from a Job**



This section covers how to transition out of a job smoothly, including what to expect after resigning, how to handle changes, and where to find resources on employment standards and other information related to leaving a job.

## **Module Outcome**

By the end of this module, youth with disabilities will have the knowledge, skills, and tools to make informed decisions about leaving a job, navigate moving on from a job, and manage the transition effectively.



# **Dimension Outline:**

# **Employment Navigation**

Supports employment decision-making, exploring and pursuing employment ambitions, and managing change.

**Dimension Goal:** Support youth with disabilities in exploring career options, setting employment goals, and developing strategies to achieve their goals, including navigating challenges and fostering continuous learning.

- **Module: Understanding Employment Basics**

This module covers building a foundational understanding of employment, including exploring personal views on employment, understanding employment standards, and knowing workplace rights.

- **Module: Exploring Career Pathways**

This module covers how to connect personal qualities to potential career paths and identify roles that align to set career aspirations.

- **Module: Planning a Career Path**

This module covers skills for creating a personal career plan, including exploring the skills or training needed to achieve career aspirations, and developing strategies to set short- and long-term goals.

- **Module: Navigating the Career Journey**

This module covers how to work toward and achieve career aspirations, including strategies for staying motivated and committed to goals, adapting to challenges, reflecting on experiences, and reassessing or changing course when necessary.

- **Module: Fostering Career Growth**

This module covers professional development, including

building a network, developing skills for career growth, and engaging in continuous learning opportunities.

**Dimension Outcome:** By the end of this dimension, youth with disabilities will have the knowledge, tools, and skills to explore career options, identify employment aspirations, and set career goals, including:

- Exploring personal views on employment
- Understanding employment standards and workplace rights
- Connecting personal qualities to potential career paths
- Setting realistic short- and long-term goals
- Building strategies for staying motivated and committed to goals
- Reassessing or changing course when necessary
- Building a professional network
- Adopting a growth mindset for continuous learning

# **Module Breakdown: Employment Navigation**

## **Module: Understanding Employment Basics**

### **Module Goal**

Support youth with disabilities in understanding the concept of employment and knowing their employment rights to form a foundation for informed career decisions.

- **Section 1: Exploring Views on Employment**

This section covers building a solid understanding of employment, including reasons for working, benefits of employment, and personal views on work and how it fits into one's life.

- **Section 2: Understanding Employment**

### **Standards**

This section covers types of work and important employment standards, including fair wages, standard work hours,

workplace safety, and where to seek further information or support if needed.

- **Section 3: Defining Employment Rights**

This section covers key employment rights, including the right to reasonable accommodations, protection against discrimination, equal pay regardless of disability or other identity, and where to go for further information or support if needed.

## **Module Outcome**

By the end of this module, youth with disabilities will have the knowledge, skills, and tools to understand their views on employment, the purpose of work in their lives, and their basic employment rights and standards.

# **Module: Exploring Career Pathways**

## **Module Goal**

Support youth with disabilities in exploring how personal qualities, such as personality, strengths, values, interests, skills, and experience, align with potential career paths to set a career aspiration.

- **Section 1: Considering Career Influences**

This section covers how personal qualities, such as personality, strengths, values, interests, skills, and experience, influence career choices, including identifying aspects of a job that align well or do not fit.

- **Section 2: Exploring Career Options**

This section covers exploring different career options, including strategies for linking personal qualities and work preferences with fields and roles that align.

- **Section 3: Defining a Career Aspiration**

This section covers defining a career aspiration, whether a specific role or general field, emphasizing that career aspirations may change over time.

## **Module Outcome**

By the end of this module, youth with disabilities will have the knowledge, skills, and tools to identify a career aspiration that aligns with their personal qualities and work preferences.

# **Module: Planning a Career Path**

## **Module Goal**

Support youth with disabilities in exploring the skills, training, and experience required for their desired career to plan a practical career path.

- **Section 1: Exploring Career Requirements**

This section covers how to identify the requirements needed for a desired career, including strategies for researching the common skills, training, and experience needed and assessing different options for obtaining them.

- **Section 2: Mapping a Career Pathway**

This section covers how to define a personal career plan, including comparing current skills, training, and experiences with the requirements for a desired career and creating a plan to achieve the remaining requirements.

- **Section 3: Identifying Career Goals**

This section covers setting realistic and attainable goals, including strategies for breaking down a personal career plan into manageable steps to develop the skills, training, and experience required for a desired career.

## **Module Outcome**

By the end of this module, youth with disabilities will have the knowledge, skills, and tools to research the requirements for a desired career and set realistic goals to pursue their career aspirations.



# Module: Navigating the Career Journey

## Module Goal

Help youth with disabilities build the skills to stay committed to their career goals and navigate challenges that may arise during their career journey.

- **Section 1: Working Toward Career Goals**

This section covers working toward career goals, including strategies for staying motivated and committed to goals while balancing day-to-day responsibilities.

- **Section 2: Overcoming Career Path Obstacles**

This section covers responding to changes and challenges while working toward career goals, including strategies for staying flexible, adopting a growth mindset, and practicing self-compassion.

- **Section 3: Reassessing and Adjusting Career Plans**

This section covers strategies for reflecting on career goals, including assessing progress, celebrating wins, determining if

adjustments are needed, and understanding how and when to reassess goals.

## **Module Outcome**

By the end of this module, youth with disabilities will have the knowledge, skills, and tools to work toward their career aspirations by staying motivated, responding to challenges, and reassessing goals as needed.

# **Module: Fostering Career Growth**

## **Module Goal**

Support youth with disabilities in developing skills to pursue career growth and build sustainable, long-term careers.

- **Section 1: Building a Professional Network**

This section covers strategies for building and maintaining a professional network, including fostering existing professional relationships, joining professional groups, using online platforms, and maintaining a professional online presence.

- **Section 2: Pursuing Career Development**

This section covers strategies for pursuing career development opportunities, such as taking on new responsibilities, seeking

promotions, asking for raises, and maintaining a professional portfolio of projects and accomplishments.

- **Section 3: Committing to Continuous Learning**

This section covers strategies for pursuing continuous learning throughout a career, including staying current in a field, finding training opportunities, earning certifications, or seeking professional mentorship.

## **Module Outcome**

By the end of this module, youth with disabilities will have the knowledge, skills, and tools to foster career growth throughout the employment journey, including building a professional network, pursuing career development, and committing to continuous learning.



# **Dimension Outline:**

# **Money Management**

Builds skills for understanding and managing income.

**Dimension Goal:** Support youth with disabilities as they build the skills needed to understand, manage, and plan their personal finances, preparing them to effectively handle income earned from employment and navigate financial aspects that relate to the employment journey.

- **Module: Understanding Money Basics**

This module covers knowledge and skills related to earning money, including how to earn income, read a pay stub, file taxes, open a bank account, and keep finances safe.

- **Module: Setting a Financial Foundation**

This module explores strategies to set a financial basis, including reflecting on personal views and behaviours around money, identifying strengths and opportunities for growth with financial well-being, and reviewing current income and cost of living.

- **Module: Building Money Management Skills**

This module covers strategies for managing money, including approaches to spending, saving, credit, and debt management. It includes evaluating habits in each area to set informed and realistic financial goals.

- **Module: Exploring Effective Budgeting**

This module covers how to create a personal budget that fits one's financial starting point and goals. It includes exploring budgeting methods and strategies, learning to track income and expenses, and adjusting a budget to stay on track.

- **Module: Fostering Financial Futures**

This module covers planning for the future, including building a plan for long-term savings, understanding safe investing options, and seeking trustworthy financial advice.

**Dimension Outcome:** By the end of this dimension, youth with disabilities will have the knowledge, tools, and skills to effectively handle money and navigate financial aspects related to the employment journey, including:

- Understanding how to earn income
- The basics of opening a bank account, reading a pay stub, and filing taxes
- Ensuring financial safety
- Identifying their financial starting point to set informed goals
- Managing spending, saving, credit, and debt
- Creating and sticking to a personal budget
- Understanding the value of building long-term savings
- Understanding safe investing options
- Seeking trustworthy financial advice

# **Module Breakdown: Money Management**

## **Module: Understanding Money Basics**

### **Module Goal**

Support youth with disabilities in building foundational knowledge in money basics, including earning money, managing banking, and ensuring financial safety.

- **Section 1: Exploring Earning and Pay**

This section covers understanding the concept of earning money through employment, including essential skills such as reading a pay stub and finding resources or support for filing taxes.

- **Section 2: Understanding Banking Basics**

This section covers where to keep income, including different types of financial institutions and accounts, as well as considerations for choosing types of institutions and accounts that fit best.

- **Section 3: Ensuring Financial Safety**

This section covers strategies for protecting personal finances, including identifying common financial scams and knowing what to do if one becomes a victim of a scam.

## **Module Outcome**

By the end of this module, youth with disabilities will have the knowledge and skills to understand essential money management concepts, including earning income, managing banking, and avoiding financial fraud.

# **Module: Setting a Financial Foundation**

## **Module Goal**

Support youth with disabilities in reflecting on their current financial situation, including their perspectives on money, how they earn and spend, and areas for growth in their overall financial wellness.

- **Section 1: Assessing Money Knowledge**

This section covers identifying financial strengths and areas for growth to identify a clear starting point for a financial journey.



- **Section 2: Exploring the Money Mindset**

This section covers exploring one's personal relationship with money, including examining how experiences and beliefs influence financial behaviours and decisions.

- **Section 3: Evaluating Earnings and Expenses**

This section covers evaluating typical income and comparing it to monthly living costs to provide a clearer picture of one's current financial situation.

## **Module Outcome**

By the end of this module, youth with disabilities will be able to assess their current financial situation, including identifying financial strengths and areas of growth in relation to overall financial well-being, understanding their money mindset, and evaluating their income versus expenses.

# **Module: Building Money Management Skills**

## **Module Goal**

Support youth with disabilities in developing practical money management skills, including managing spending, building savings, and handling credit and debt.

- **Section 1: Managing Spending**

This section covers exploring spending habits, including strategies for tracking and managing day-to-day spending.

- **Section 2: Building Savings**

This section covers different types of savings and strategies for setting realistic savings goals, including assessing current savings and habits.

- **Section 3: Understanding Credit and Debt**

This section covers credit and debt, addresses debt myths, and provides strategies for managing debt, including reviewing any current debt and identifying where to find reputable (government) debt support options.

## **Module Outcome**

By the end of this module, youth with disabilities will have the knowledge and tools to manage their spending, build savings, and handle credit and debt effectively.

# Module: Exploring Effective Budgeting

## Module Goal

Support youth with disabilities in building knowledge and skills to create and maintain a personal budget.

- **Section 1: Creating a Budget**

This section covers different approaches to budgeting and types of budgets to identify a personal budgeting system that best suits one's financial situation.

- **Section 2: Developing Budgeting Strategies**

This section focuses on budget management strategies, including identifying financial priorities based on current income, expenses, savings, and debt, and learning techniques managing budgets effectively.

- **Section 3: Identifying Financial Support Options**

This section covers information on financial support options, including ways to reduce costs, increase income, and access reputable (government) financial aid when a budget is not sufficient.

## **Module Outcome**

By the end of this module, youth with disabilities will have the skills and knowledge to create, implement, and maintain a personalized budget that aligns with their financial goals.

# **Module: Fostering a Financial Future**

## **Module Goal**

Support youth with disabilities in gaining essential knowledge and skills to plan for and manage their financial future.

- **Section 1: Building Credit**

This section covers the importance of good credit, including where to access a credit score and strategies to improve and maintain it.

- **Section 2: Navigating Investments**

This section covers the basics of safe investing, including types of investment accounts such as TFSAs and RRSPs, the importance of diversifying investments, and weighing risk versus potential return to make informed decisions.

- **Section 3: Seeking Financial Advice**

This section covers when and how to seek financial advice, considerations for choosing where to seek financial advice from, evaluating advice, and avoiding common pitfalls.

## **Module Outcome**

By the end of this module, youth with disabilities will have the knowledge, skills, and tools to manage their financial future, including, building credit, exploring safe investment options, and seeking credible financial advice.



# **Dimension Outline:**

## **Self-Exploration**

Encourages exploration of personal qualities and relating them to the employment journey.

**Dimension Goal:** Support youth with disabilities to explore and understand the aspects that shape who they are, creating a strong foundation for making informed career choices and fostering motivation and growth throughout their employment journey.

- **Module: Building a Foundation for Self-Exploration**

This module covers the core aspects that influence and make up who one is, including understanding how personal traits influence interactions and decisions.

- **Module: Identifying Personal Qualities**

This module covers strategies for exploring and identifying core personal qualities, including personality, interests, passions, values, and beliefs, while connecting them to individual strengths and areas for growth.

- **Module: Connecting Personal and Social Qualities**

This module covers exploring and understanding identity, including how various aspects of identity interact and shape perspectives and experiences.

- **Module: Mapping Community Connections**

This module covers discovering and mapping community networks, including identifying strategies for interacting with and engaging meaningfully within communities.

- **Module: Fostering the Drive to Thrive**

This model covers strategies for identifying personal sources of motivation and purpose, including identifying strategies for

using these aspects to make meaningful contributions in the community and throughout the employment journey.

**Dimension Outcome:** By the end of this dimension, youth with disabilities will have the knowledge, tools, and skills to effectively explore, understand, and reflect on the aspects that shape who they are, including:

- Understanding how personal aspects influence interactions and decisions
- Identifying personality traits, strengths, weaknesses, interests, passions, values, and beliefs
- Exploring identity and how various aspects shape perspectives and experiences
- Mapping community networks and identifying interactions within them
- Discovering personal sources of motivation and purpose
- Connecting motivation and purpose to potential contributions in the community and throughout the employment journey



# Module Breakdown: Self-Exploration

## Module: Building a Foundation for Self-Exploration

### Module Goal

Support youth with disabilities in understanding the core concepts that shape who they are and how self-understanding influences their personal and professional experiences and growth.

- **Section 1: Building an Understanding of Self**

This section covers the fundamental aspects that shape one's sense of self, including the importance of self-awareness and strategies for starting self-exploration.

- **Section 2: Exploring the Role of Personal Qualities**

This section covers how personal qualities are used day-to-day, including highlighting the dynamic nature of self-awareness and how experiences and situations shape the perception and

use of these qualities, such as certain traits being strengths in some contexts and weaknesses in others.

- **Section 3: Applying Self-Understanding to Employment**

This section covers strategies for connecting self-understanding to the employment journey, including how personal traits influence workplace experiences, decision-making, and interactions, while emphasizing the importance of seeking environments where one's qualities are fostered as strengths.

## **Module Outcome**

By the end of this module, youth with disabilities will have the knowledge, skills, and tools to understand their personal qualities, recognize how they apply in different contexts, and be equipped to use this understanding through their employment journey.

# **Module: Identifying Personal Qualities**

## **Module Goal**

Support youth with disabilities in exploring their core qualities, including personality traits, interests, passions, beliefs, and values, and how these connect to the employment journey.

- **Section 1: Identifying Personality Traits**

This section covers the exploration of personality traits, examining how they influence behaviour, decisions, and interactions, particularly throughout the employment journey.

- **Section 2: Exploring Interests and Passions**

This section covers exploring personal interests and passions, how they are used, and how they relate to the employment journey to foster motivation and excitement for personal and professional lives.

- **Section 3: Defining Beliefs and Values**

This section covers exploring personal beliefs and values, how they shape decisions and actions, and how they relate to the employment journey to align work with what personally matters.

## **Module Outcome**

By the end of this module, youth with disabilities will have the knowledge, skills, and tools to explore and identify their personality traits, interests, passions, beliefs, and values and understand how to apply them in the context of their employment journey.

# Module: Connecting Personal and Social Qualities

**Module Goal:** Support youth with disabilities in exploring their identity as individuals within a social group, including understanding intersectionality and how it shapes their experiences.

- **Section 1: Exploring Inner Identity**

This section covers exploring the internal aspects of one's identity, including gender, culture, or ability, to understand the personal dimensions that shape self-understanding.

- **Section 2: Exploring Outer Identity**

This section covers exploring the external markers of identity, including appearance, educational background, or geographic location, and how these factors shape one's identity within a group.

- **Section 3: Understanding Intersectional Identity**

This section covers the concept of intersectionality, reflecting on how different aspects of identity interact to shape experiences, particularly in the context of employment.

## Module Outcome

By the end of this module, youth with disabilities will have the knowledge, skills, and tools to explore and understand their identity, including intersectional aspects and how these factors influence their life experiences.

# Module: Mapping Community Connections

## Module Goal

Support youth with disabilities in identifying their community networks and developing strategies for interacting and engaging with them.

- **Section 1: Identifying Community**

This section covers mapping the various communities one belongs to, and the role played in each, including highlighting the purpose of community in fostering a sense of belonging and addressing the topic of inclusion or exclusion within various communities.

- **Section 2: Navigating Community Interactions**

This section explores interactions within different parts of one's community, including understanding differences in

interaction between community groups, identifying areas where deeper engagement is desired, and developing strategies to foster meaningful connections.

- **Section 3: Understanding Impact**

This section covers identifying the impact one has on their community and how to contribute positively to others.

## **Module Outcome**

By the end of this module, youth with disabilities will have the knowledge, skills, and tools to create a map of their community networks and develop strategies for engaging positively and growing connections to others.

# **Module: Fostering the Drive to Thrive**

## **Module Goal**

Support youth with disabilities in uncovering their sources of purpose and motivation, including identifying strategies for using them to contribute to their community and through their employment journey.

- **Section 1: Discovering Purpose**

This section covers defining a personal “why” by identifying what provides a sense of purpose and fulfillment.

- **Section 2: Identifying Motivation**

This section covers internal and external sources of motivations, including strategies for identifying personal sources that drive actions and commitment to purpose.

- **Section 3: Putting Purpose to Practice**

This section covers strategies for aligning personal purpose and motivation with daily actions and goals, including understanding how this applies to the employment journey.

## **Module Outcome**

By the end of this module, youth with disabilities will have the knowledge, skills, and tools to articulate their sources of purpose and motivation and develop actionable strategies for making positive contributions to their community and through their employment journey.



# Dimension Outline:

## Wellness

Examines the relationship between work and well-being and builds personal wellness practices.



**Dimension Goal:** Support youth with disabilities in looking after their well-being by understanding wellness across various areas of life, developing strategies to maintain it, building healthy habits, maintaining balance, and adapting to challenges to promote readiness, growth, and success throughout their employment journey.

- **Module: Understanding Wellness**

This module covers the fundamental concepts of wellness using the wellness wheel. It includes exploring each aspect of the wheel, understanding the balance between them, and reflecting on personal well-being.

- **Module: Fostering Wellness**

This module covers promoting personal well-being by exploring thoughts, feelings, and actions, including strategies for fostering wellness in each of these areas.

- **Module: Creating a Wellness Plan**

This module covers how to develop a personal wellness plan, including strategies for creating and maintaining healthy habits and focusing on thoughts and behaviours that are within one's control.

- **Module: Connecting Wellness to Employment**

This module covers maintaining well-being throughout the employment journey, including strategies for fostering work-life balance, managing work-related stress, and building resilience.

- **Module: Seeking and Offering Support**

This module covers when and where to seek support for wellness and how to be an effective wellness ally for others.

**Dimension Outcome:** By the end of this dimension, youth with disabilities will have the knowledge, tools, and skills to understand and look after their well-being, including:

- Understanding the fundamental concept of wellness using the wellness wheel
- Using the wellness wheel to reflect on personal well-being
- Understanding strategies to foster wellness through thoughts, feelings, and actions
- Developing a personal wellness plan, including identifying healthy habits and focusing on controllable aspects
- Connecting work and wellness, including learning strategies for fostering work-life balance, managing work stress, and building resilience
- Identifying when and where to seek wellness support
- Understanding ways to be an effective wellness ally for others

# Module Breakdown: Wellness

## Module: Understanding Wellness

### Module Goal

Support youth with disabilities in exploring and understanding the concept of wellness through the wellness wheel, using it to identify areas of strength and opportunities for growth in their wellness.

- **Section 1: Defining Wellness**

This section covers exploring the concept of wellness, using the wellness wheel to understand different aspects of well-being.

- **Section 2: Exploring the Wellness Wheel**

This section covers applying the wellness wheel to one's own life, including exploring the role of each domain and finding a personal balance between and among each aspect.

- **Section 3: Identifying a Wellness Foundation**

This section covers using the wellness wheel to assess personal wellness, identifying areas of strength, and

opportunities for growth to provide direction for working on well-being.

## **Module Outcome**

By the end of this module, youth with disabilities will have the knowledge, skills, and tools to identify the domains of wellness and reflect on their current well-being using the wellness wheel.

# **Module: Fostering Wellness**

## **Module Goal**

Support youth with disabilities in developing skills to foster personal wellness through intentional thoughts, emotions, and actions, as well as understanding the interaction between and among them.

- **Section 1: Exploring Thoughts**

This section covers the role of thoughts in wellness, including strategies for cultivating thinking that supports well-being and addressing common negative thought patterns.

- **Section 2: Navigating Feelings**

This section covers the importance of recognizing and navigating emotions, including strategies to support emotional well-being.

- **Section 3: Aligning Actions**

This section covers the role of actions in wellness, including connecting thoughts and emotions to behaviours and strategies to foster intentional actions that support well-being.

## **Module Outcome**

By the end of this module, youth with disabilities will have the knowledge, skills, and tools to recognize and promote thoughts, emotions, and actions that foster personal well-being.

## **Module: Creating a Wellness Plan**

### **Module Goal**

Support youth with disabilities in applying wellness strategies and developing a personalized wellness plan to build healthy, sustainable habits within their control.

- **Section 1: Taking Control**

This section covers understanding one's thoughts and behaviours in response to stressors, including strategies for staying present, focusing on what can be controlled, and accepting what cannot.

- **Section 2: Building Wellness Habits**

This section covers strategies for creating wellness habits, including building routines and setting realistic expectations.

- **Section 3: Maintaining Wellness Habits**

This section covers strategies to stay consistent with wellness habits and get back on track when habits are interrupted.

## **Module Outcome**

By the end of this module, youth with disabilities will have the knowledge, skills, and tools to create a personal wellness routine with actionable strategies for maintaining well-being.

# **Module: Connecting Wellness to Employment**

## **Module Goal**

Support youth with disabilities in maintaining well-being throughout the employment journey, focusing on balance, stress management, and resilience.

- **Section 1: Maintaining Work–Life Balance**

This section covers the importance of work-life balance and techniques for managing professional responsibilities effectively.

- **Section 2: Managing Employment Stress**

This section covers identifying sources of stress at work and developing strategies for managing stress, building resilience, and adapting to change.

- **Section 3: Prioritizing Job Satisfaction**

This section covers the importance of and strategies for fostering job satisfaction, such as job crafting to align personal values with work tasks.

## **Module Outcome**

By the end of this module, youth with disabilities will have the knowledge, skills, and tools to foster well-being through the employment journey, including strategies for maintaining work-life balance, managing stress, and adapting to professional challenges.

# **Module: Seeking and Offering Support**

## **Module Goal**

Support youth with disabilities in recognizing when to seek support for their well-being and how to be a supportive ally for others.

## **Section 1: Recognizing When to Seek Support**

This section covers identifying when support is needed and strategies to determine the type of support that would be most helpful.

## **Section 2: Seeking Support**

This section covers the different types of support, using the “personal community map” as a guide, and strategies for effectively seeking support.

## **Section 3: Being a Supportive Ally**

This section covers understanding how to be a supportive ally to others, with strategies for offering empathetic, reasonable support and understanding that sometimes small actions can make a big difference for others.

## **Module Outcome**

By the end of this module, youth with disabilities will have the knowledge, skills, and tools to seek support when needed and be a supportive ally to others.



# Keep Going

There is so much more to learn! Access the full CanWork BC content and learn more about the program at **[canworkbc.ca](https://canworkbc.ca)**

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