Step-By-Step
POSTSECONDARY GUIDE

ONECA
Ontario Native Education Counselling Association

Companion Resource
to the Step-By-Step
Learner Package

Learner Name:
Program Start Date:
ONECA Facilitator (if registered):
ONECA Facilitator email:

LEARNER WORKBOOK

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Welcome to the Step-By-Step Learner Workbook

The **Learner Workbook** is your main place to **reflect, plan, and track your progress** as you move through the Step-By-Step program. This Workbook is designed to support you as you prepare for postsecondary education in a way that feels organized, manageable, and grounded in your own goals and experiences.

Throughout the program, you will use this Workbook to:

- Reflect on what you are learning
- Track your progress using success criteria and exit cards
- Plan next steps in your education journey
- Organize important information, ideas, and goals
- Check in on your well-being (mental, emotional, physical, and spiritual)

All written activities in the Step-By-Step program are completed in this Workbook. Keeping everything in one place helps reduce overwhelm and makes it easier to see how far you've come.

Using the Workbook

As you move through each module and lesson, you will be guided to specific sections of this Workbook. You do not need to complete everything at once. Many of the tools are meant to be revisited and updated as your thinking, confidence, and plans develop.

This Workbook includes:

- **Reflection spaces** connected to each lesson
- Success criteria and exit cards to help you understand what you're learning and reflect on your progress
- **Planning tools** to support exploring programs, applying to postsecondary education, and preparing for funding
- Scheduling tools to help you plan your time and maintain balance
- Space to take **notes** to keep information in one place

Your facilitator or education counsellor may invite you to refer to parts of this Workbook during check-ins or conversations, but this Workbook belongs to you. There are no grades, tests, or right or wrong answers.

What's Inside?

This Workbook includes four key appendices that you will use throughout the program. You do not need to complete everything at once. Many of these tools are meant to be revisited and updated as your thinking, confidence, and plans develop.

- **Appendix A: My Wholistic Learning Reflection -** A space to reflect on your learning and check in on your mental, emotional, physical, and spiritual well-being as you move through each lesson. There are 19 templates to compliment the module lessons in the program. They are also numbered accordingly.
- **Appendix B: Success Criteria & Exit Cards** - Clear "I can…" statements for each lesson to help you understand what you're learning, along with short exit card reflections to track your progress and identify next steps.
- **Appendix C: Education Pathway Planning Tool** - A planning tool to help you organize your goals, explore programs and pathways, track applications, plan for funding, and prepare for conversations with education counsellors or student support staff.
- **Appendix D: Weekly Learning Schedule Template -** A simple planning tool to help you organize your time, set realistic learning goals, and maintain balance between school, work, family, and personal responsibilities.
- **My Notes** is a space for anything you want to jot down or remember (for example: ideas, questions, contact info, links, or reminders). Use it in what way works best for you to keep track of things as you move through the program.

Your facilitator or education counsellor may invite you to refer to parts of this Workbook during check-ins or conversations, but this Workbook belongs to you. There are no grades, tests, or right or wrong answers.

A Supportive Tool

This Workbook is meant to support you, not to judge or evaluate you. You can write as much or as little as you feel comfortable sharing. Some sections may feel more useful at certain times than others, and that's okay. You can return to this Workbook whenever you need to:

- Review your goals
- Prepare for a conversation with an education counsellor
- Check in on how you're feeling
- Remind yourself of the steps you've already taken

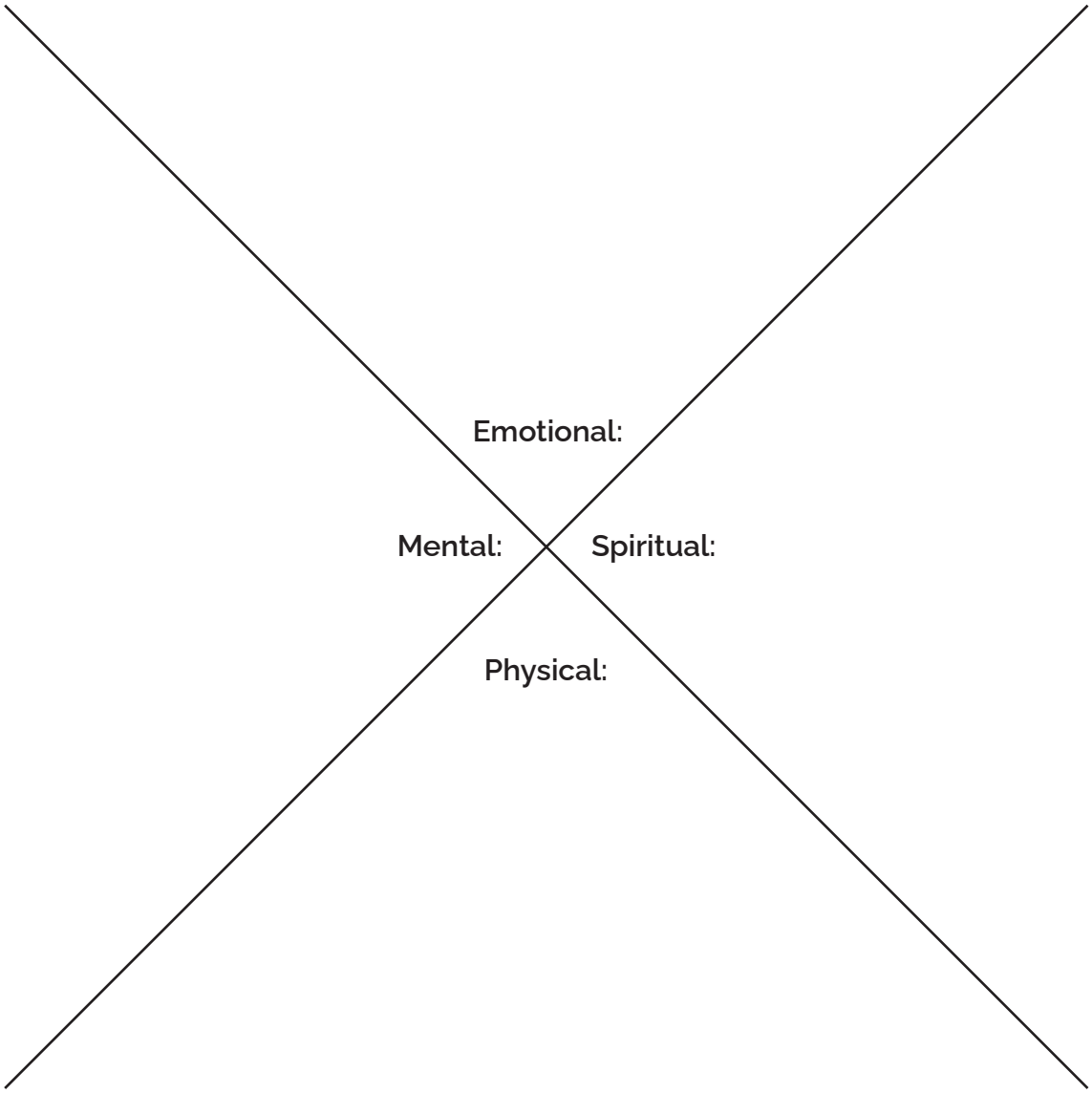
By the end of the program, this Workbook can serve as a personal record of your learning, growth, and next steps as you move forward in your postsecondary journey.

APPENDIX A: My Wholistic Learning Reflection

Module 1.1 Role of the Counsellor

The Medicine Wheel includes the four well-being elements: Mental, Emotional, Physical, and Spiritual, which are equally important and interconnected to feeling whole and healthy. This diagram includes all four elements and represents the whole person and will be used to capture your responses to lesson questions.

Review the prompts for each of these in the ***Reflect*** section of the module lesson. Write your responses to the questions below in the appropriate section.



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Module 1.2 Finding a Counsellor

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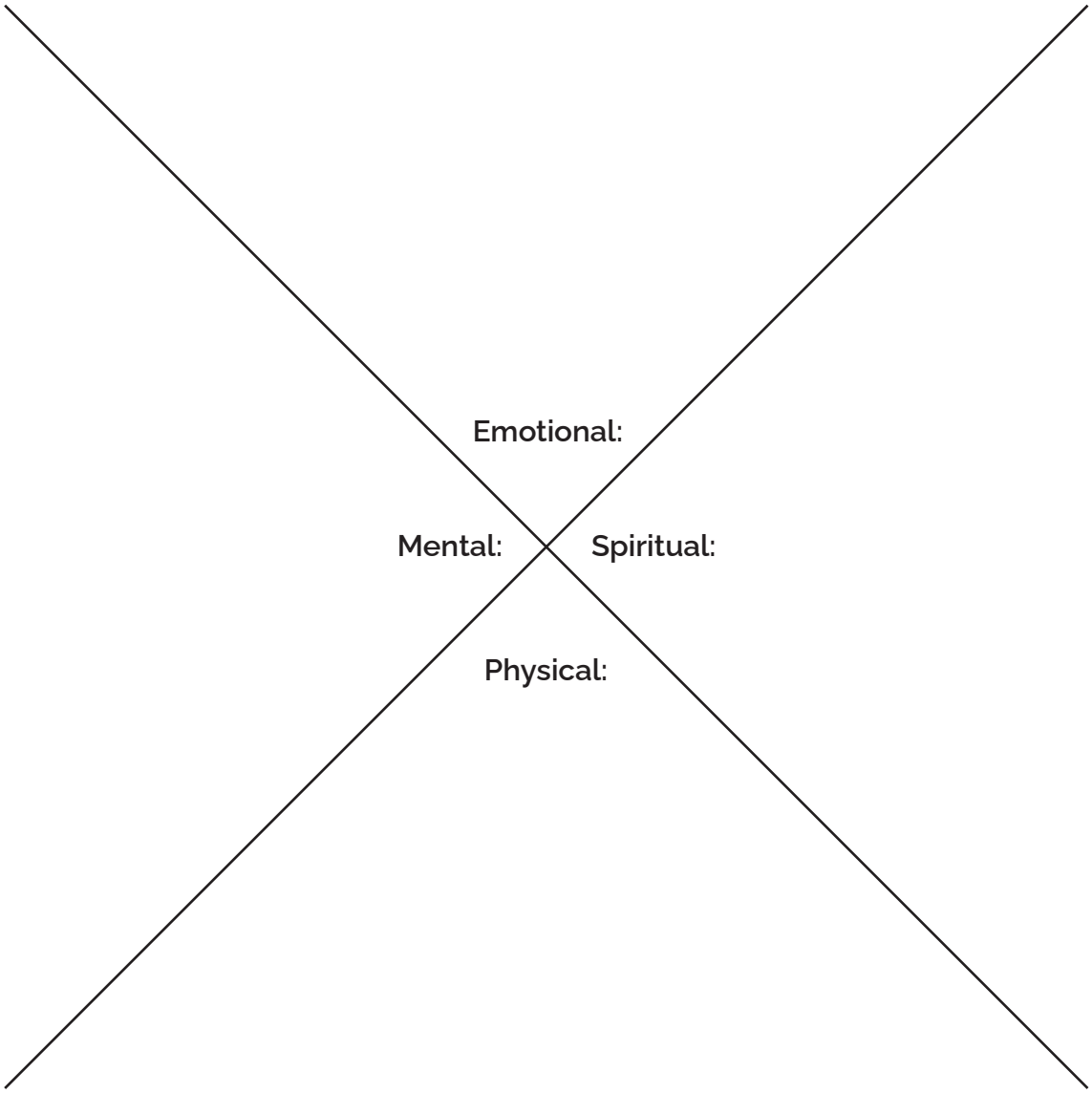

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Module 1.3 Accessing a Counsellor

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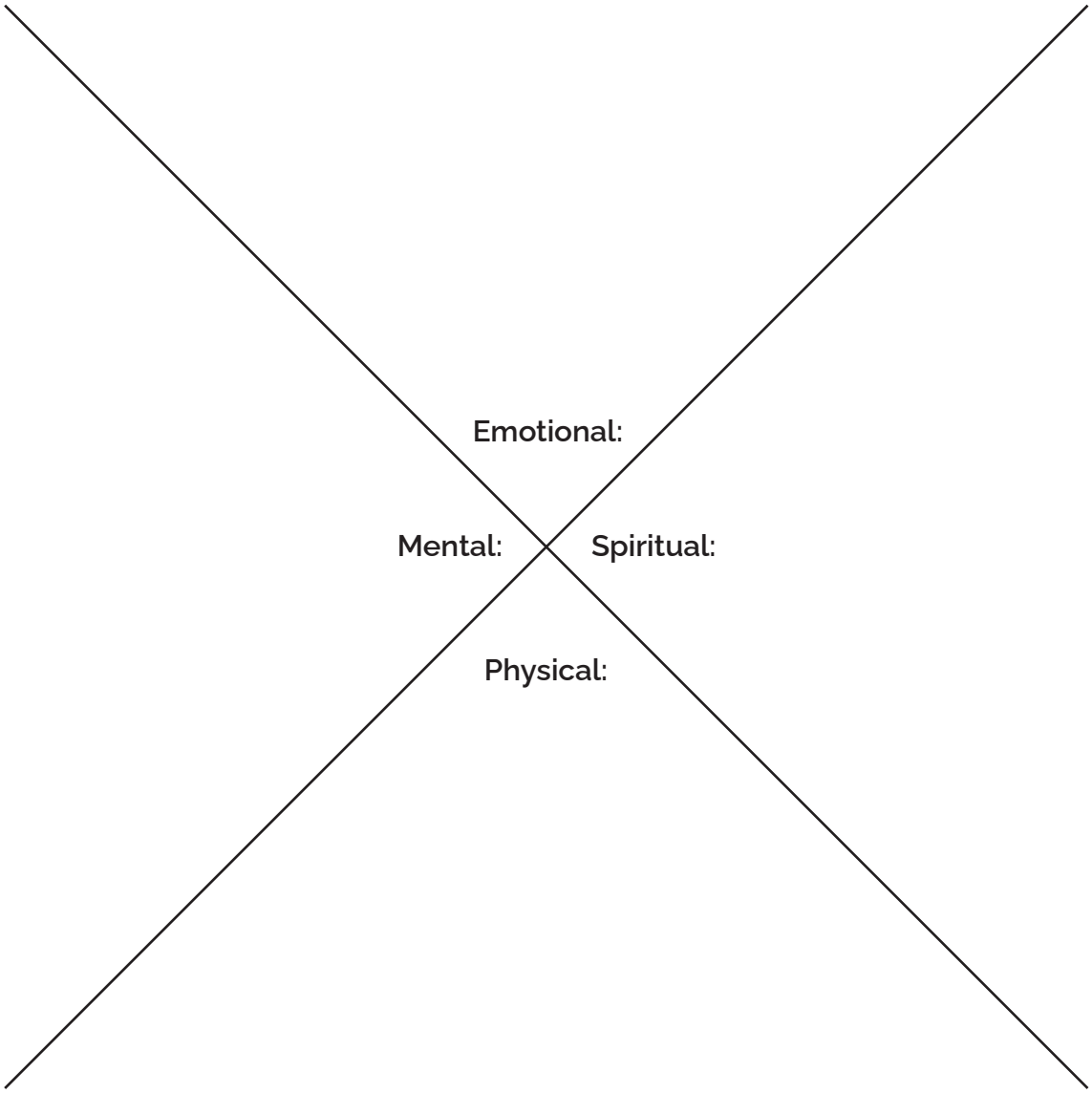

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Module 1.4 Counsellor Support

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Review the prompts for each of these in the ***Reflect*** section of the module lesson. Write your responses to the questions below in the appropriate section.

Emotional:

Mental: **Spiritual:**

Physical:

APPENDIX A: My Wholistic Learning Reflection

Module 2.1 Holistic Preparation for Readiness

The Medicine Wheel includes the four well-being elements: Mental, Emotional, Physical, and Spiritual, which are equally important and interconnected to feeling whole and healthy. This diagram includes all four elements and represents the whole person and will be used to capture your responses to lesson questions.

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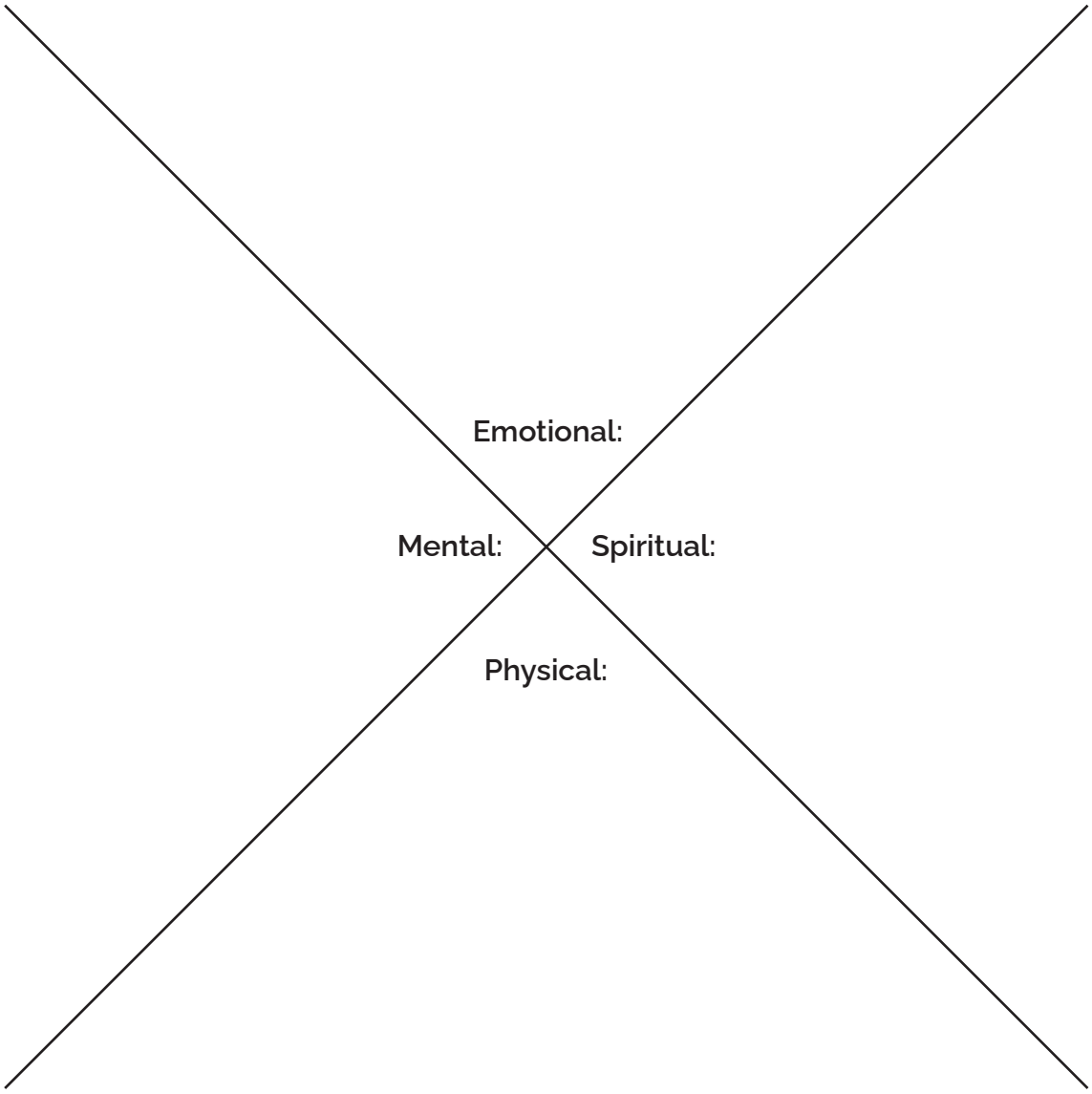

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Module 2.2 Identifying Support Resources for Success

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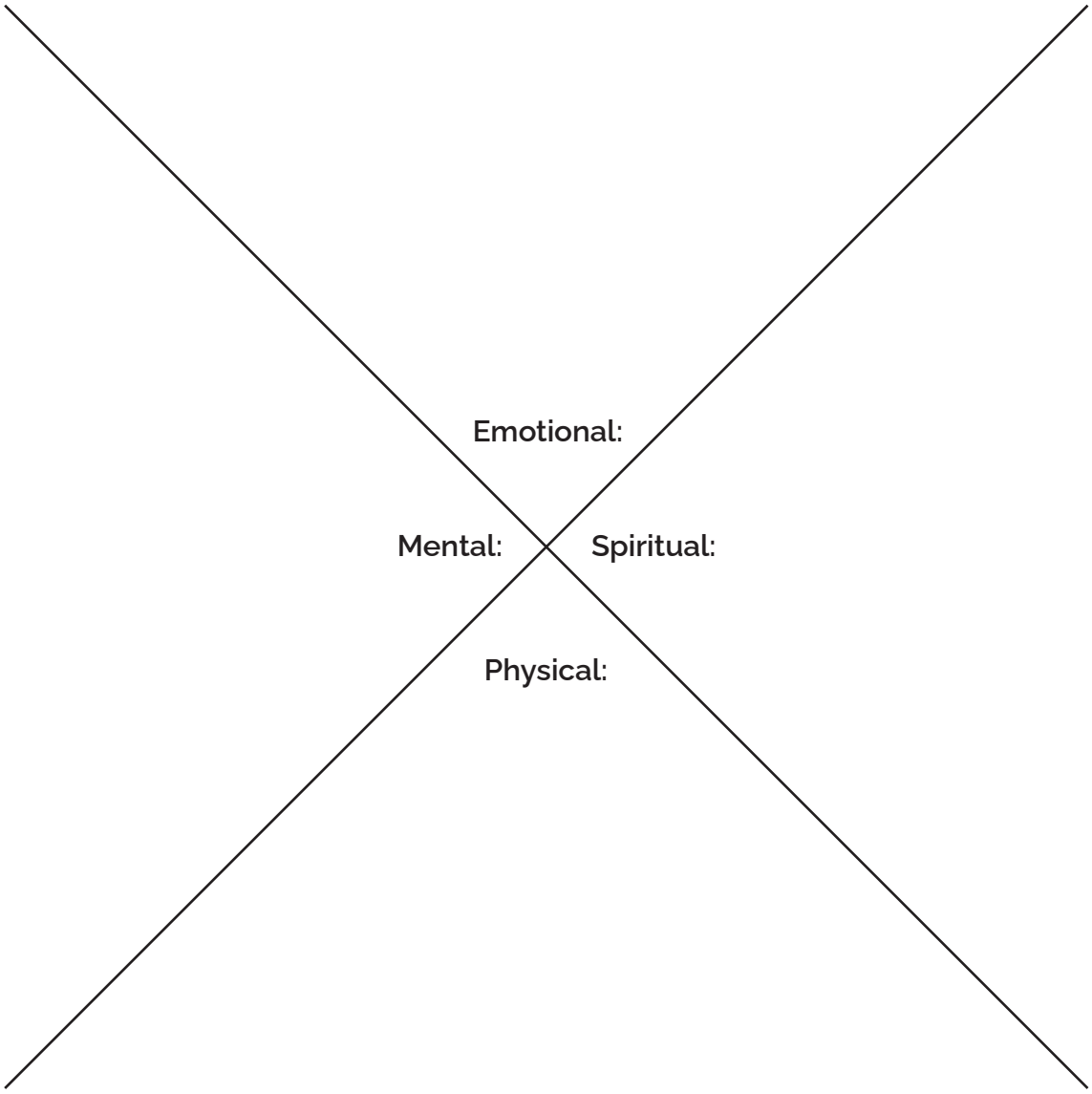

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Module 2.3 First Nation Education Offices

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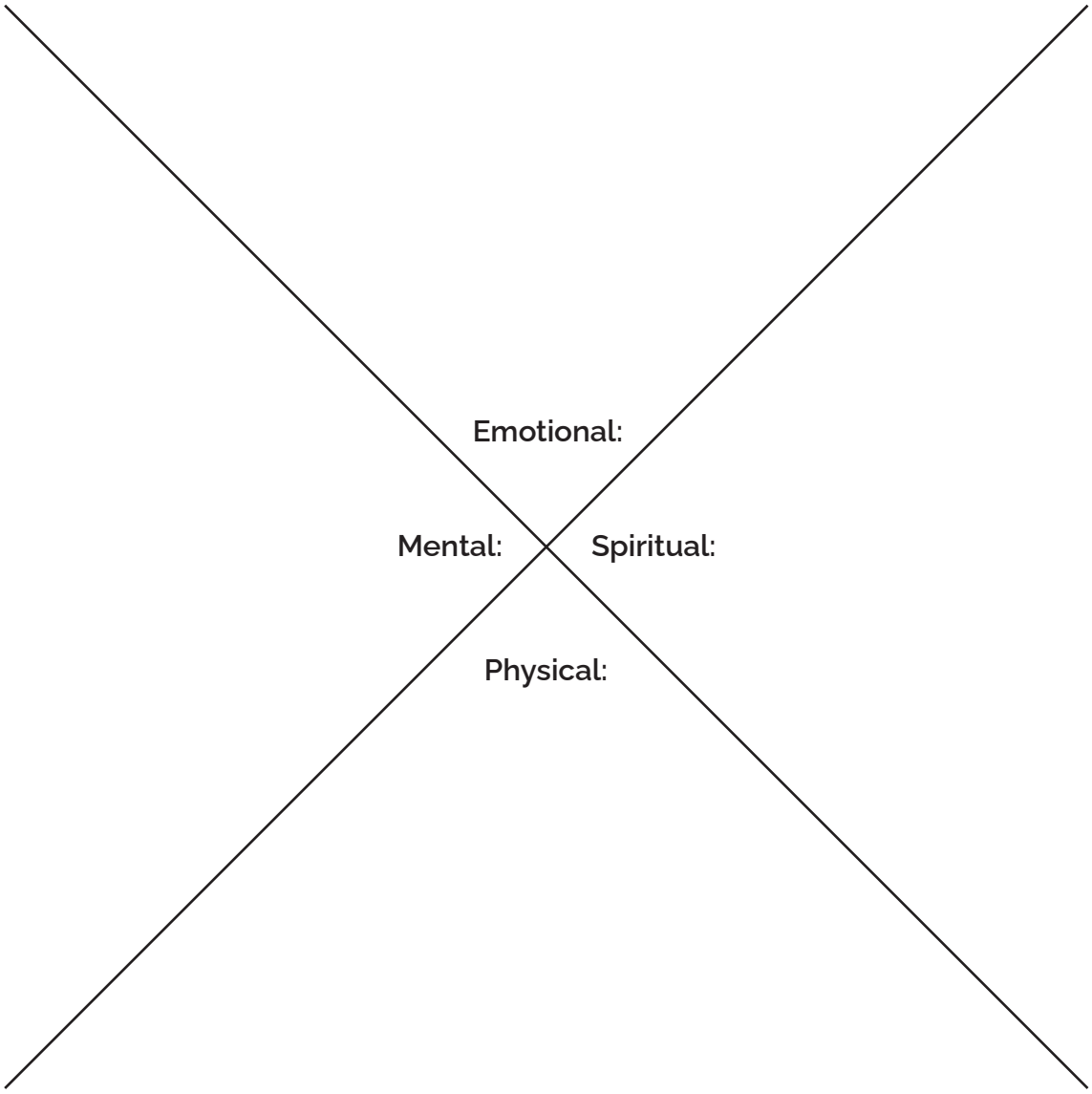

APPENDIX A: My Wholistic Learning Reflection

Module 3.1 Exploring Interests and Paths

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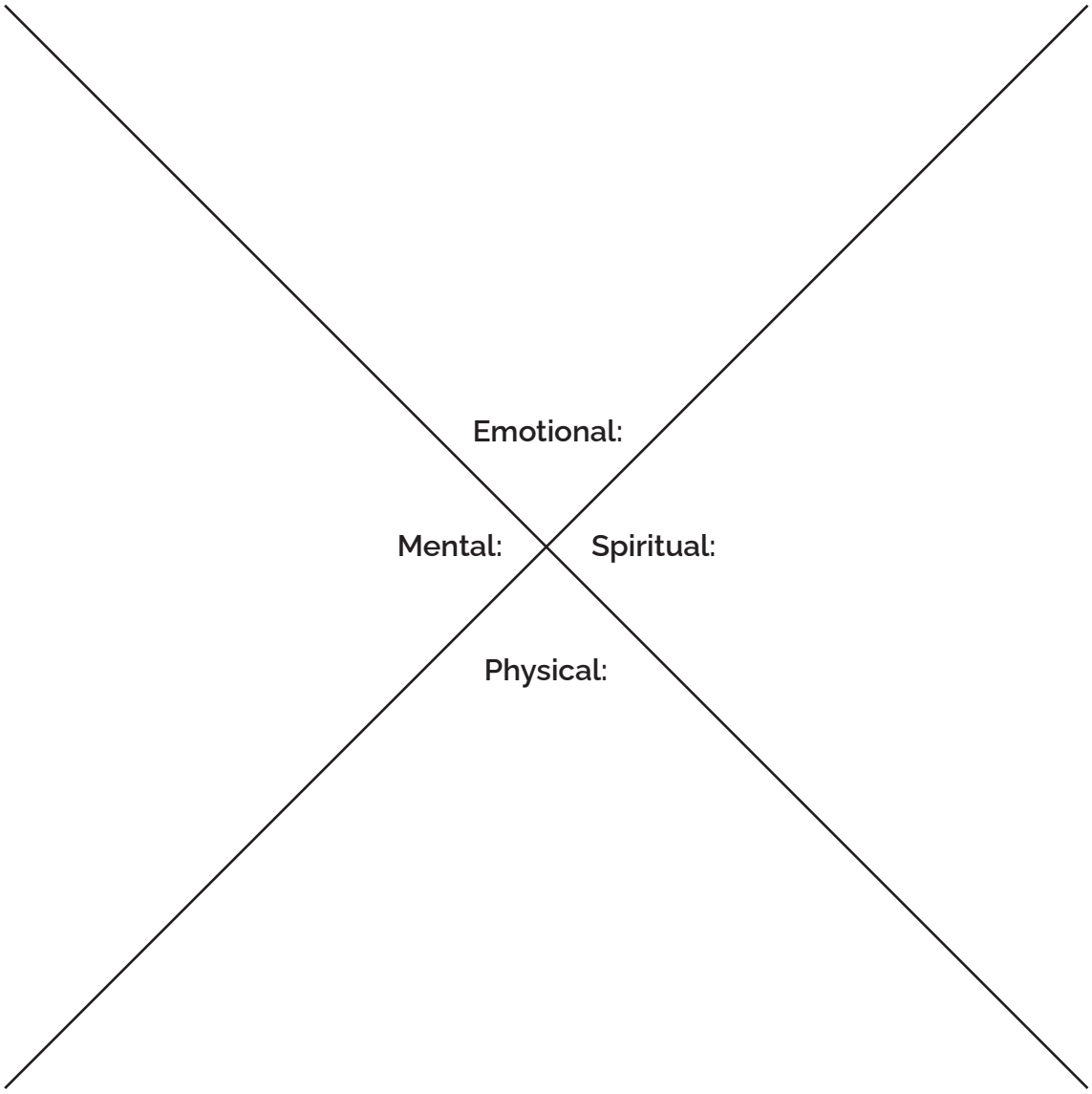

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Module 3.2 Navigating Educational Pathways

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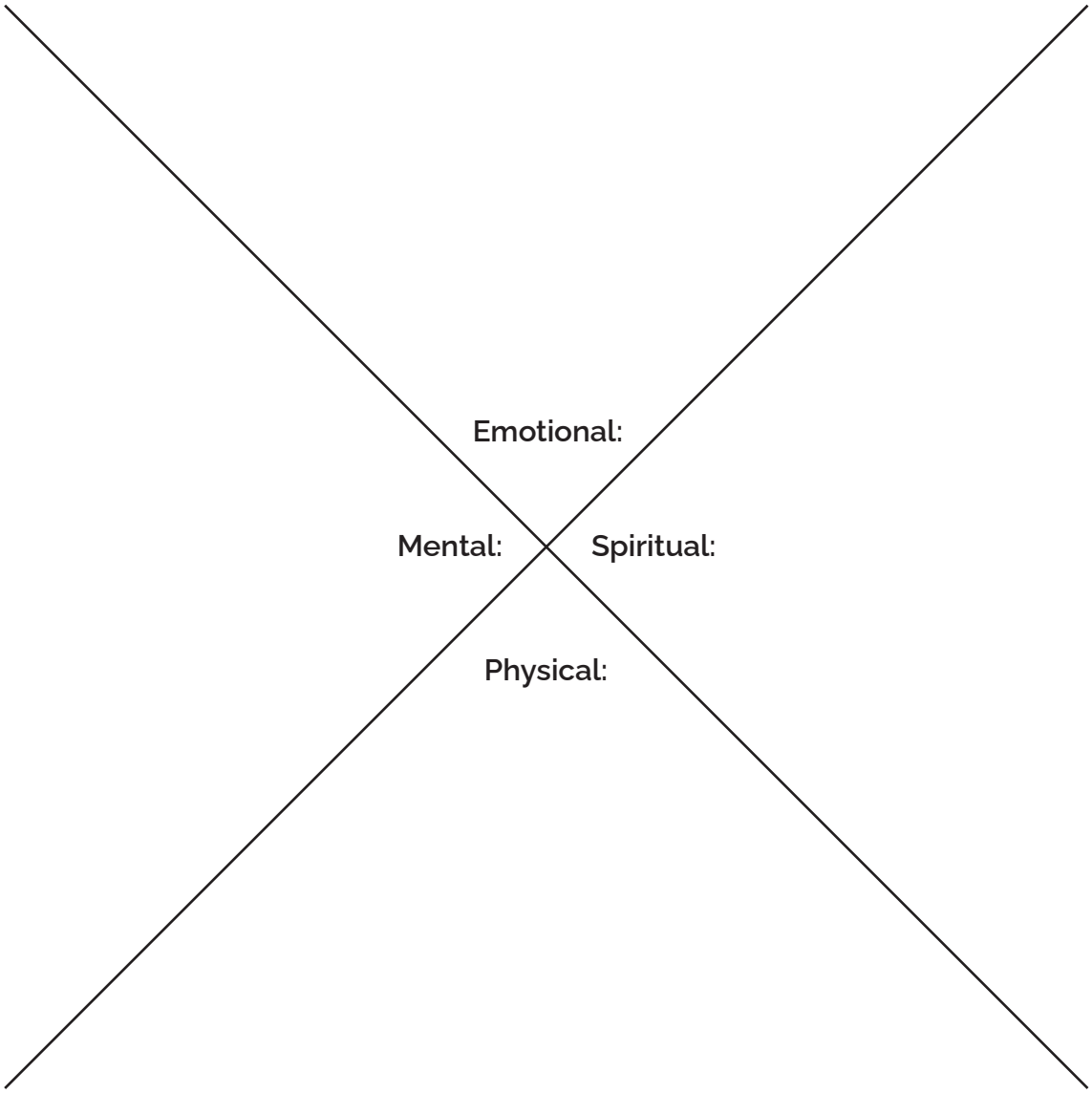

APPENDIX A: My Wholistic Learning Reflection

Module 3.3 Choosing the Right Program

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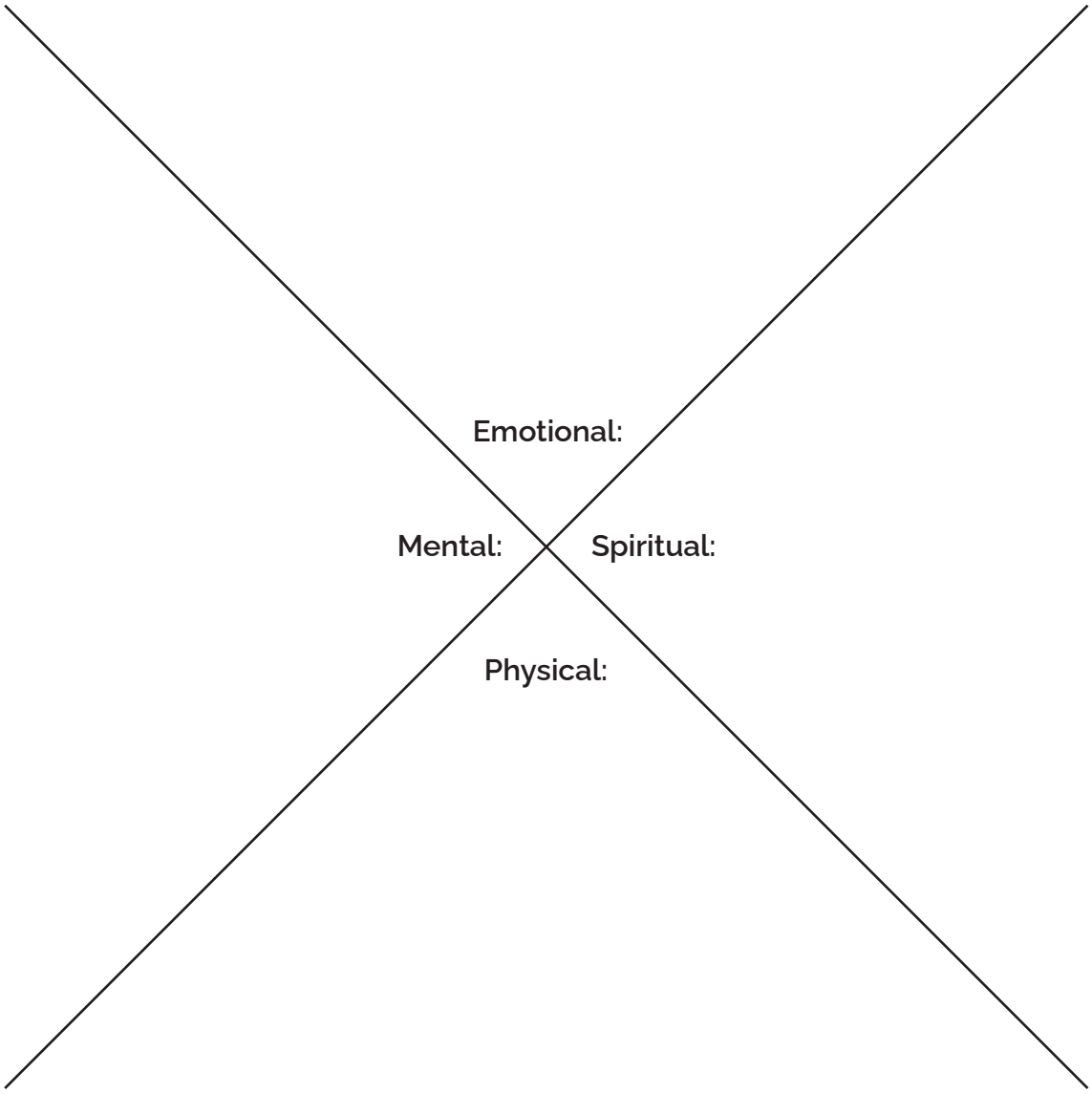

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Module 4.1 The Application Process

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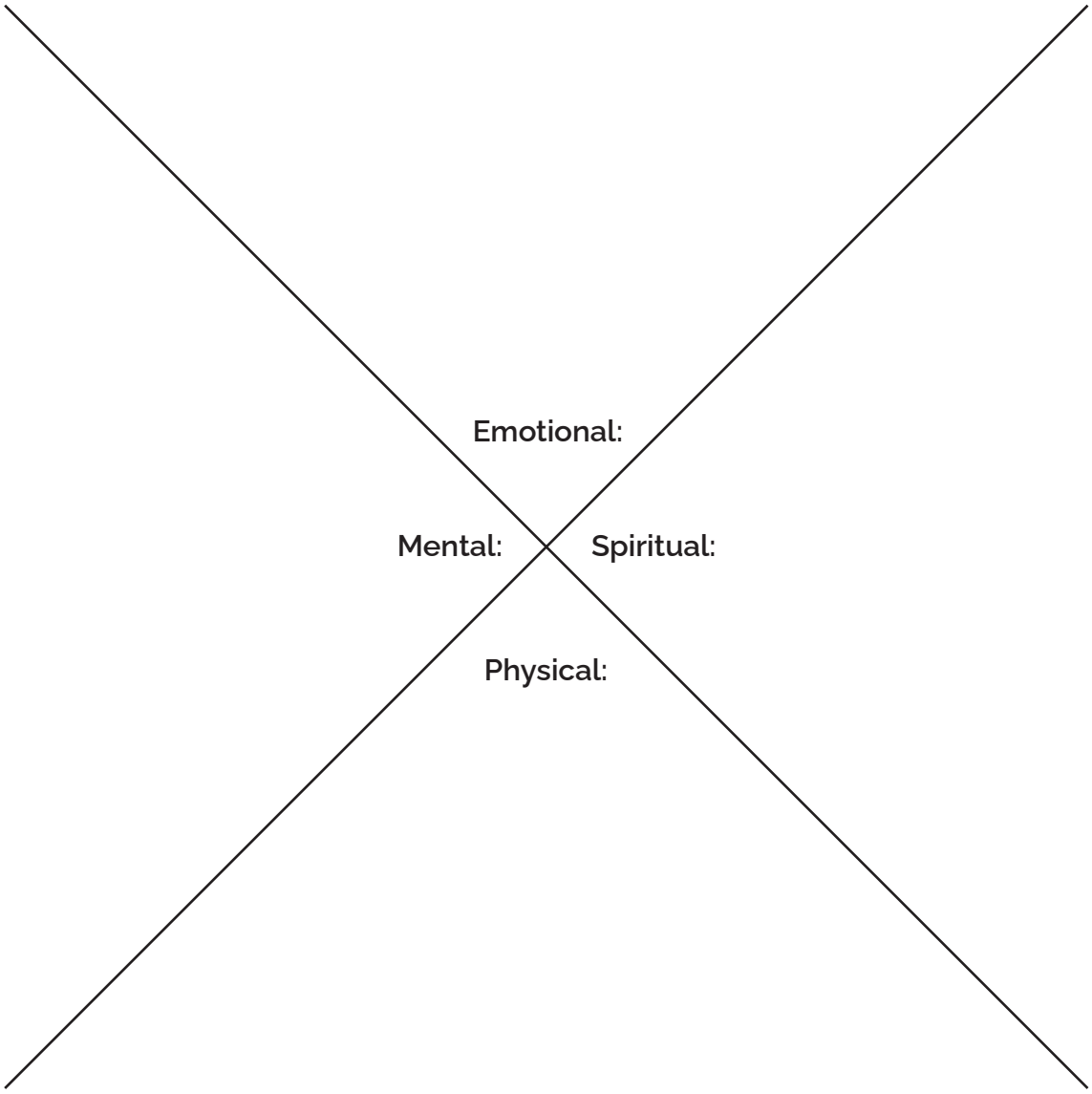

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Module 4.2 Financial Planning

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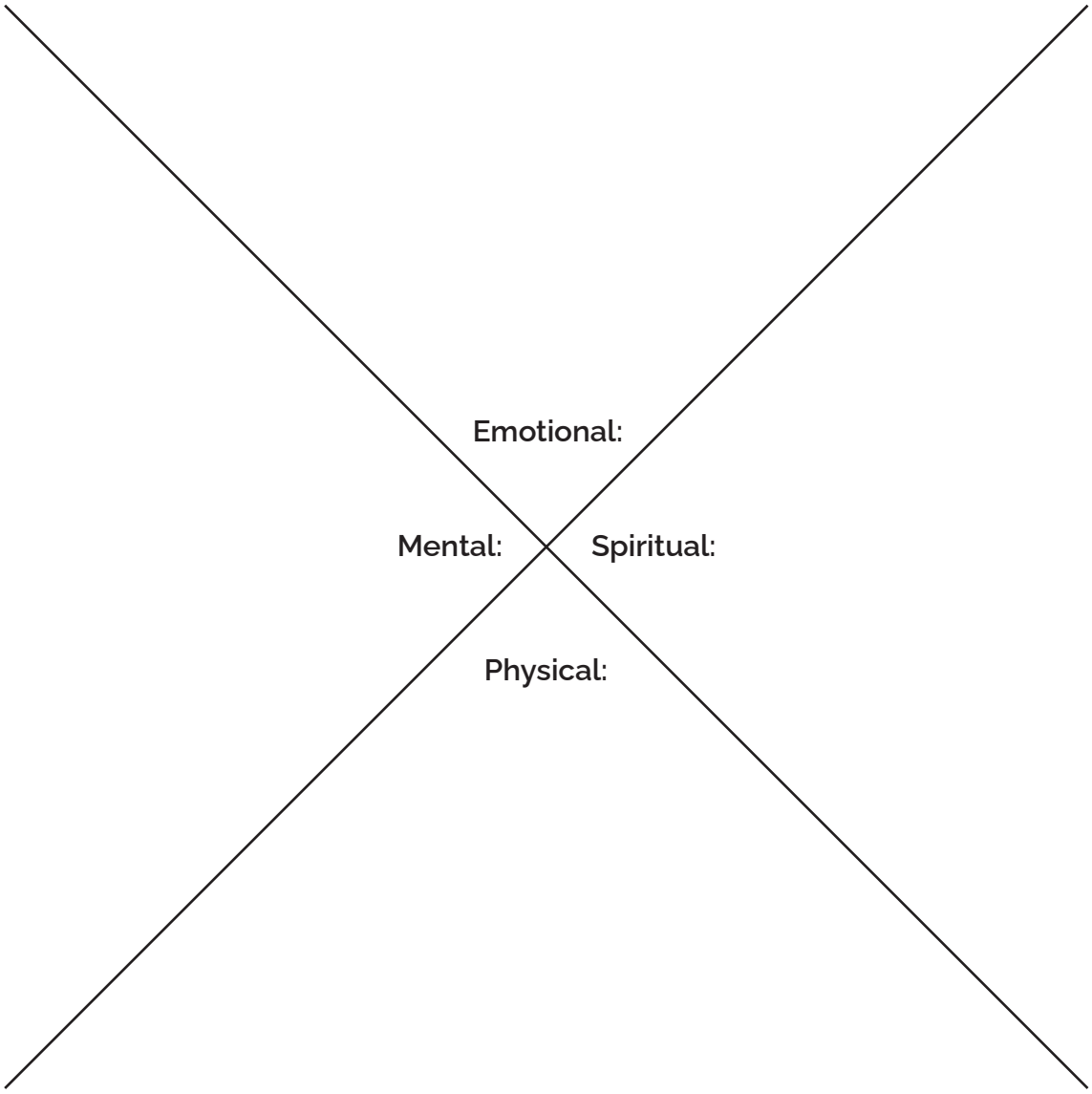

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Module 4.3 Applying for Funding

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Emotional:

Mental: **Spiritual:**

Physical:

APPENDIX A: My Wholistic Learning Reflection

Module 5.1 Academic Supports

The Medicine Wheel includes the four well-being elements: Mental, Emotional, Physical, and Spiritual, which are equally important and interconnected to feeling whole and healthy. This diagram includes all four elements and represents the whole person and will be used to capture your responses to lesson questions.

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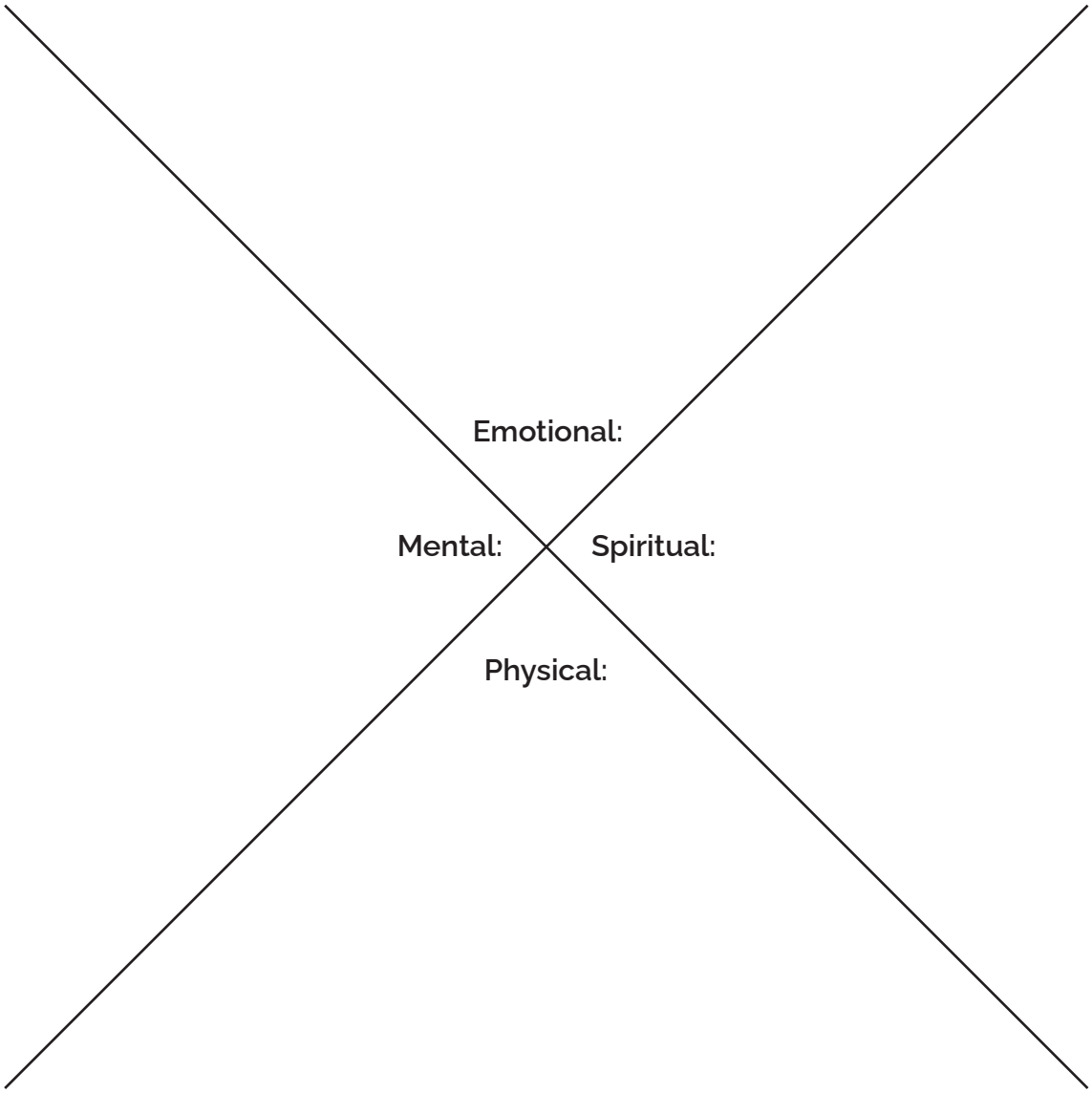

APPENDIX A: My Wholistic Learning Reflection

Module 5.2 Note Taking

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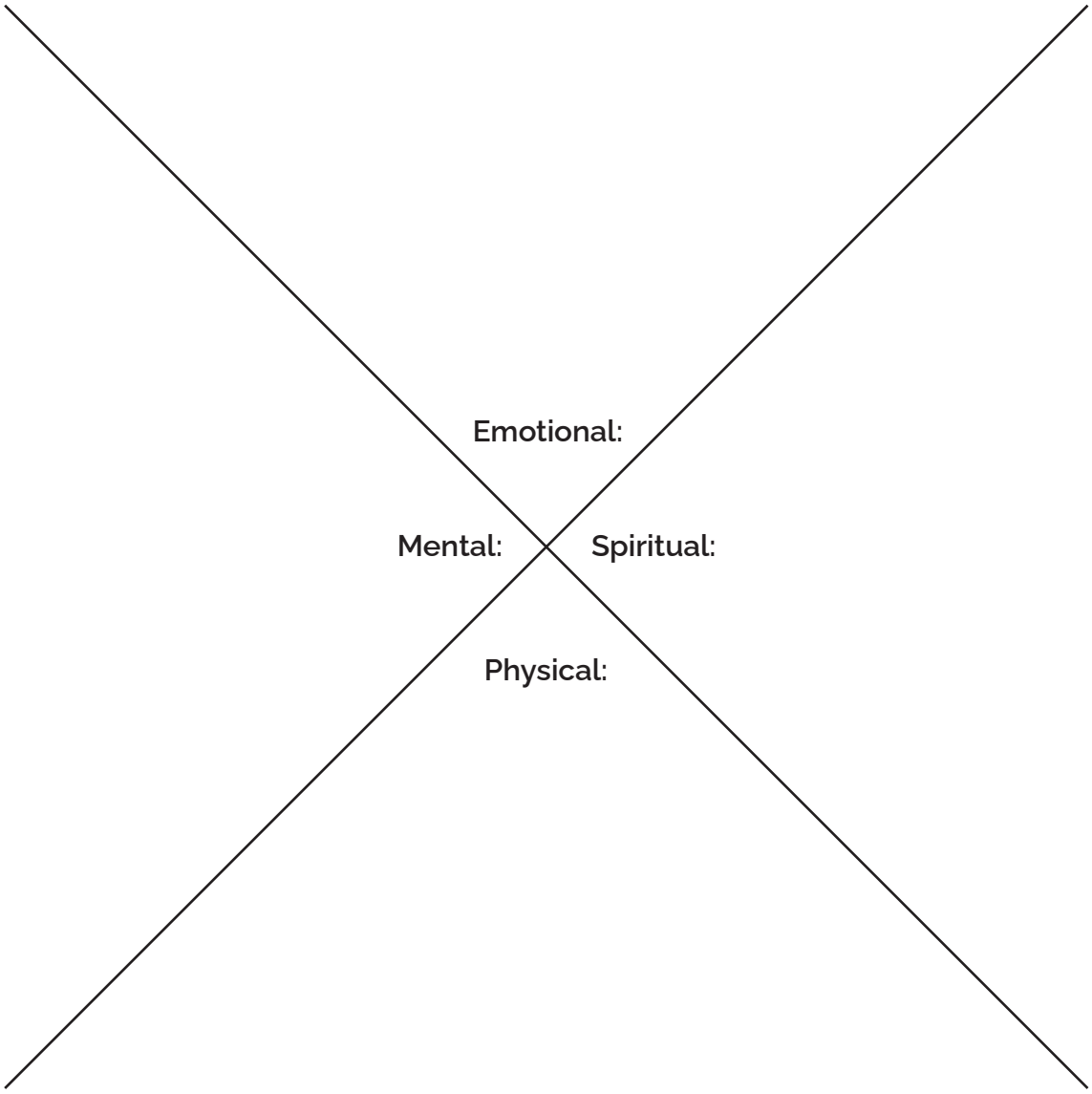

APPENDIX A: My Wholistic Learning Reflection

Module 5.3 Study Skills

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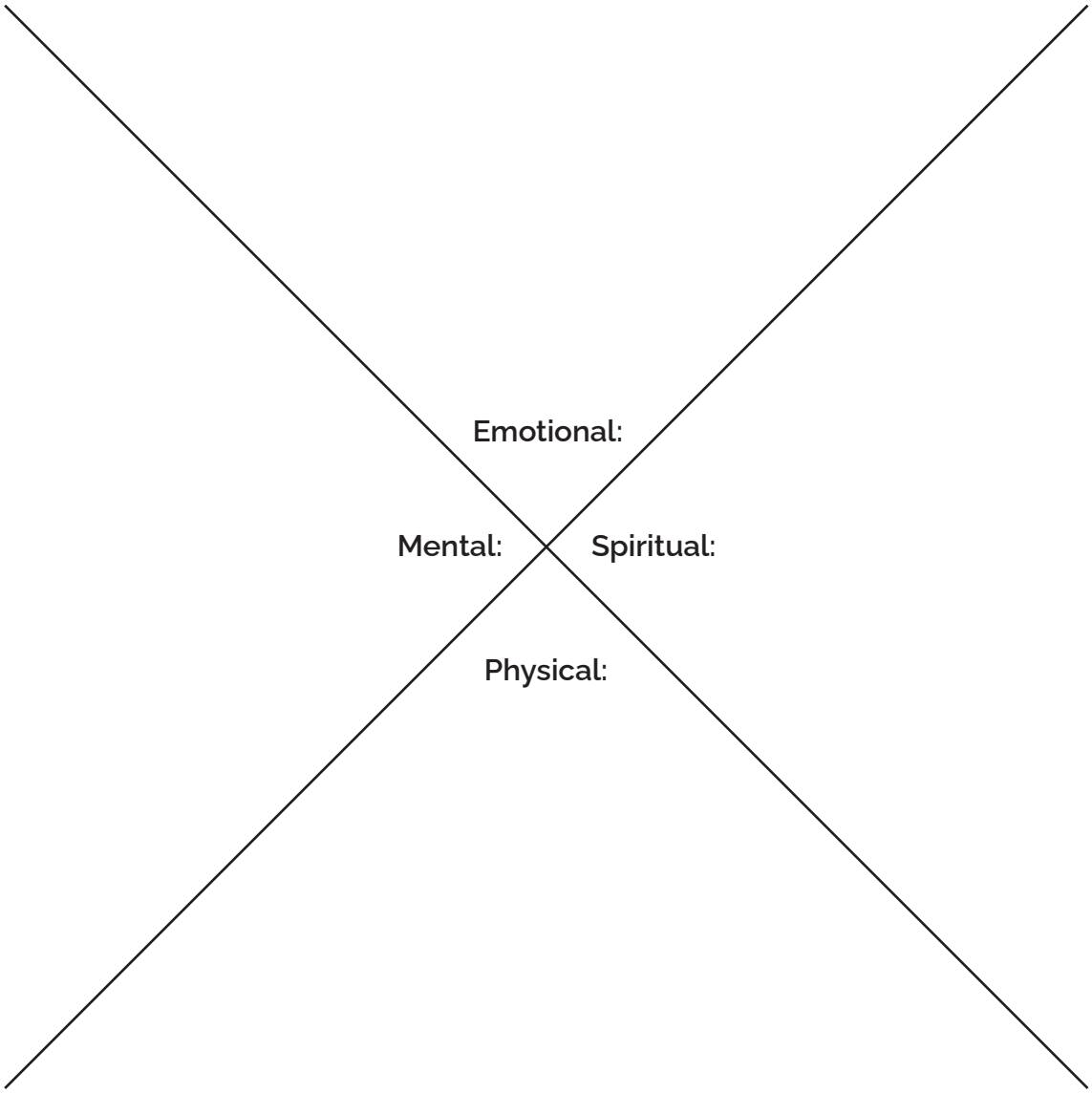

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Module 6.1 Mental Well-being

The Medicine Wheel includes the four well-being elements: Mental, Emotional, Physical, and Spiritual, which are equally important and interconnected to feeling whole and healthy. This diagram includes all four elements and represents the whole person and will be used to capture your responses to lesson questions.

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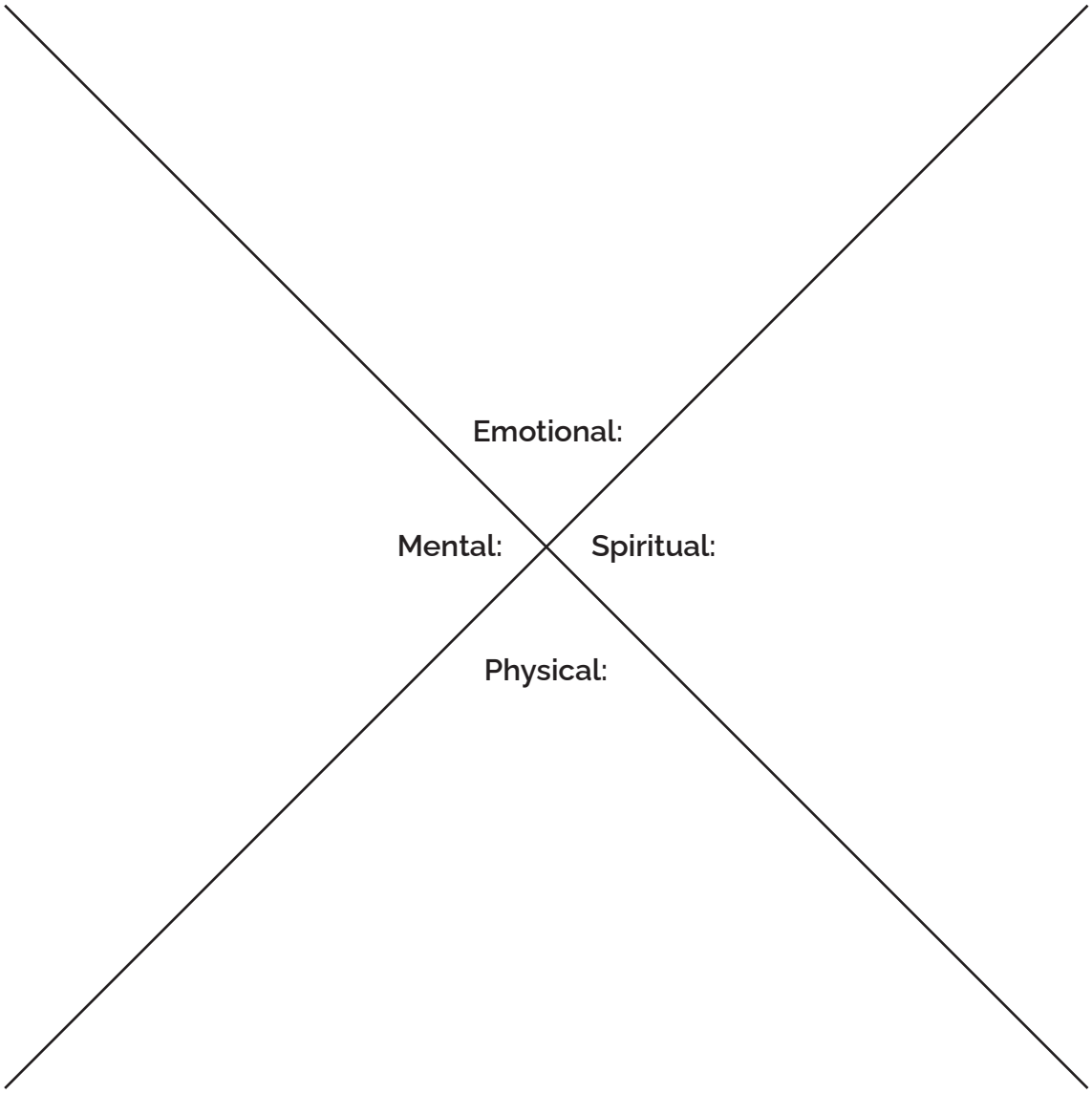

APPENDIX A: My Wholistic Learning Reflection

Module 6.2 Cultural Awareness

The Medicine Wheel includes the four well-being elements: Mental, Emotional, Physical, and Spiritual, which are equally important and interconnected to feeling whole and healthy. This diagram includes all four elements and represents the whole person and will be used to capture your responses to lesson questions.

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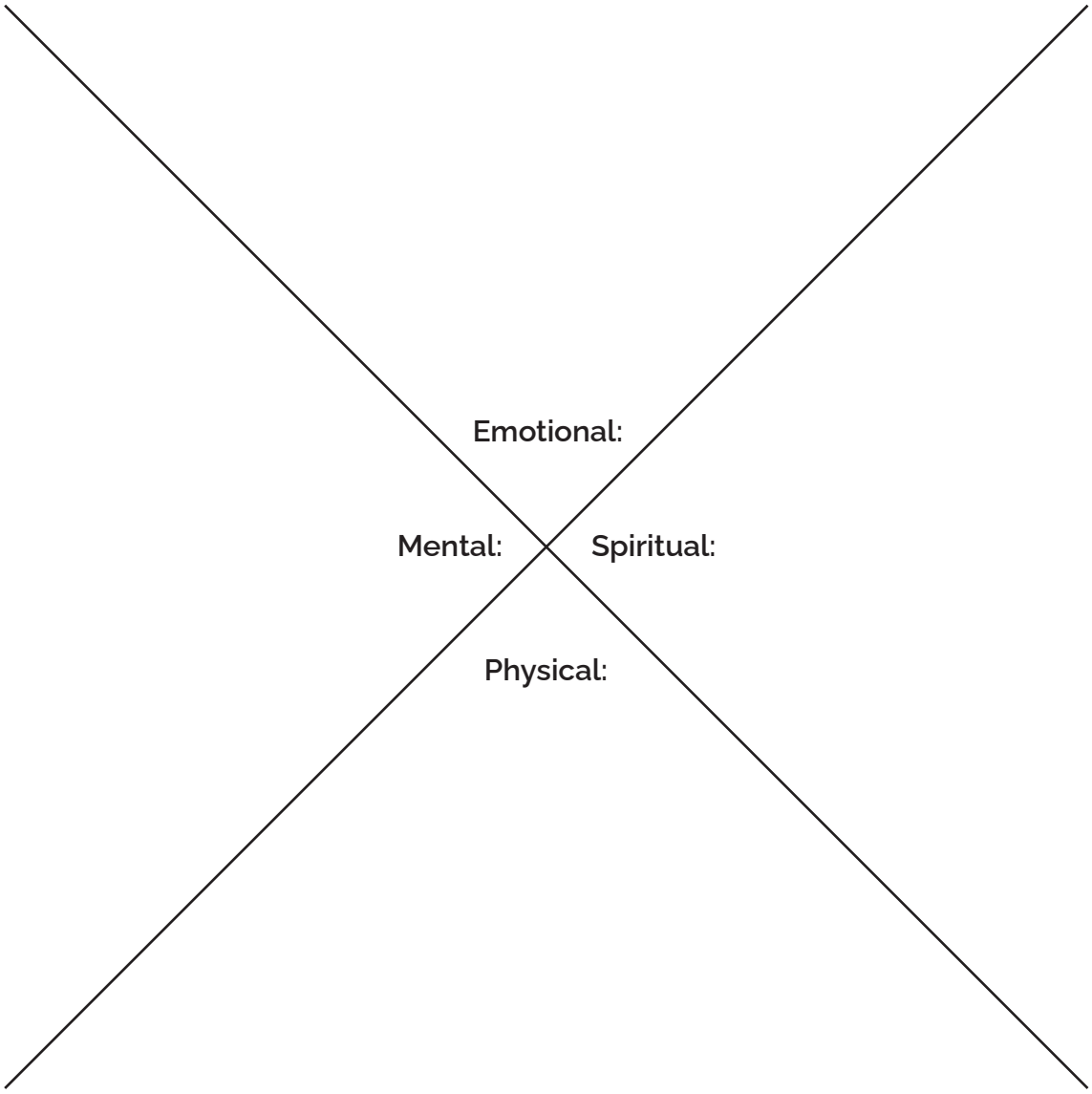

APPENDIX A: My Wholistic Learning Reflection

Module 6.3 Community Engagement

The Medicine Wheel includes the four well-being elements: Mental, Emotional, Physical, and Spiritual, which are equally important and interconnected to feeling whole and healthy. This diagram includes all four elements and represents the whole person and will be used to capture your responses to lesson questions.

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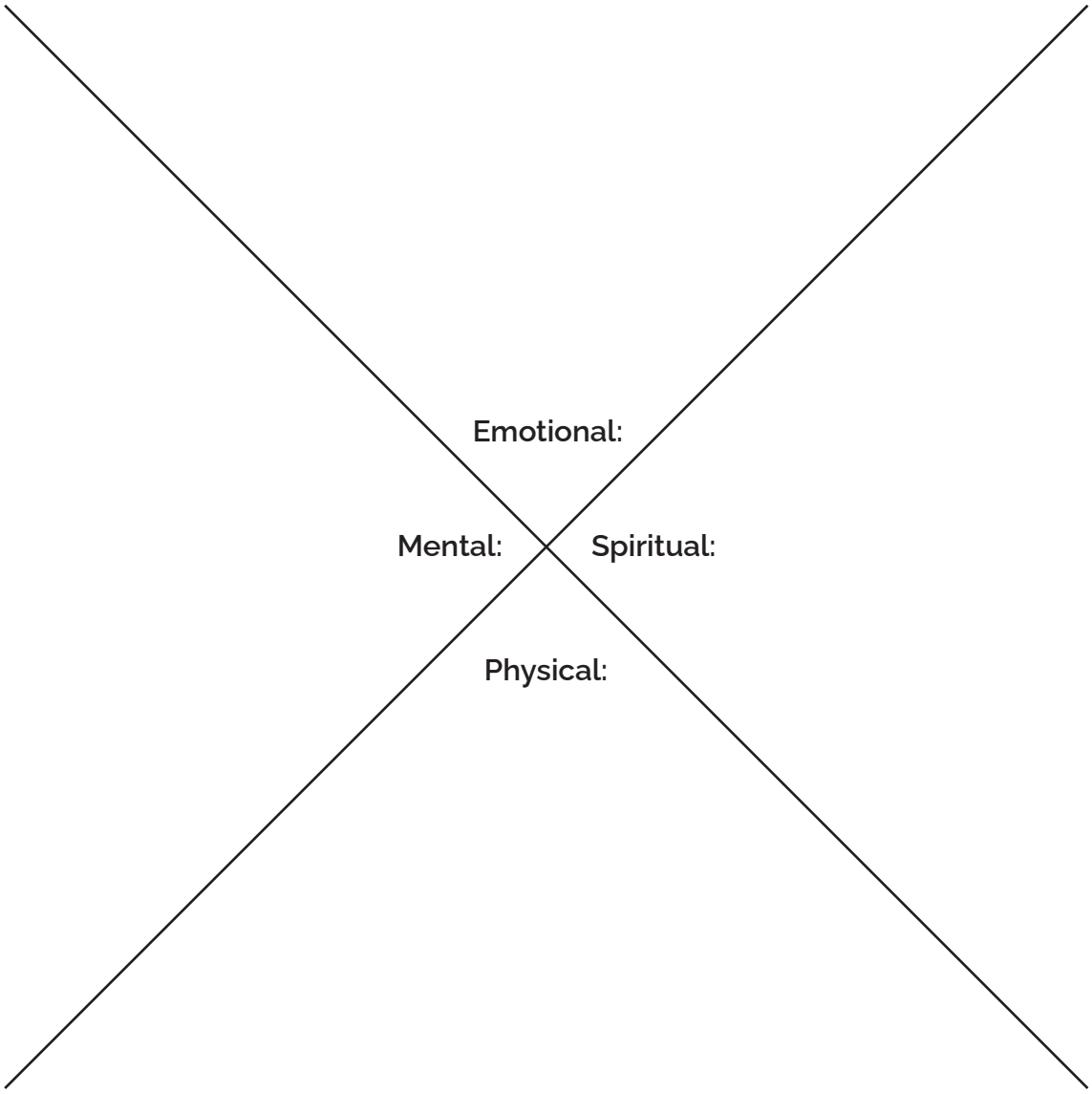

APPENDIX B: Step-By-Step Learner Success Criteria & Exit Cards

Use for all modules

Success criteria are clear, simple goals that show what you are expected to learn or do by the end of each lesson or module. They help you understand what success looks like, so you know what to focus on and how to check if you're on the right track. Knowing the success criteria can help you stay focused, build confidence, and recognize the progress you're making. It also makes it easier for your instructor to support you and give helpful feedback.

The tables identify the **success criteria** for each lesson in this program and describes what this lesson will help you achieve and learn.

After each lesson, you will complete a short **exit card**. This is your chance to reflect on your learning, write down what you found interesting or challenging, and think about what you might want to do next. The final column of the table gives you space to jot down your thoughts.

Together, the success criteria and exit cards are tools to help you stay engaged, organized, and to feel confident on your path to completing the program.

Lesson 1.1	Success Criteria: *I can describe the role of the education counsellor.*	Yes ☐
Exit Card	*What I found interesting/challenging or what I need to do next to achieve this:*	

Lesson 1.2	Success Criteria: *I can confidently connect with my education counsellor or postsecondary student support services to learn about the postsecondary application process.*	Yes ☐
Exit Card	*What I found interesting/challenging or what I need to do next to achieve this:*	

Lesson 1.3	Success Criteria: *I know how to find and access a postsecondary education counsellor in my community.*	Yes ☐
Exit Card	*What I found interesting/challenging or what I need to do next to achieve this:*	

Lesson 1.4	Success Criteria: *I can confidently write an email to ask for information and follow up from my education counsellor.*	Yes ☐
Exit Card	*What I found interesting/challenging or what I need to do next to achieve this:*	

Lesson 2.1	Success Criteria: *I can engage in self-reflection to assess my readiness for postsecondary education and identify personal supports to help me navigate the journey.*	Yes ☐
Exit Card	*What I found interesting/challenging or what I need to do next to achieve this:*	

Lesson 2.2	Success Criteria: *I can identify community and institutional supports for navigating postsecondary education.*	Yes ☐
Exit Card	*What I found interesting/challenging or what I need to do next to achieve this:*	

Lesson 2.3	Success Criteria: *I can identify academic, cultural, and mental health supports available in my community and within postsecondary institutions.*	Yes ☐
Exit Card	*What I found interesting/challenging or what I need to do next to achieve this:*	

Lesson	Success Criteria:	Yes
3.1	*I can identify my interests and strengths and explore career paths that align with them.*	☐

Exit Card *What I found interesting/challenging or what I need to do next to achieve this:*

Lesson	Success Criteria:	Yes
3.2	*I can explain the differences between university, college, Indigenous Education Institutes, trade schools, and apprenticeships, and connect career paths to the appropriate type of institution.*	☐

Exit Card *What I found interesting/challenging or what I need to do next to achieve this:*

Lesson	Success Criteria:	Yes
3.3	*I can confidently navigate postsecondary institution websites to find program information and identify supports available for Indigenous learners.*	☐

Exit Card *What I found interesting/challenging or what I need to do next to achieve this:*

Lesson 4.1	Success Criteria: *I can find and follow the application process for a postsecondary institution, including gathering the necessary personal and academic information, and confidently taking steps to apply.*	Yes ☐
Exit Card	*What I found interesting/challenging or what I need to do next to achieve this:*	

Lesson 4.2	Success Criteria: *I can confidently find information on the costs of postsecondary programs, identify options for financial assistance, and create a budget that includes potential sources of funding.*	Yes ☐
Exit Card	*What I found interesting/challenging or what I need to do next to achieve this:*	

Lesson 4.3	Success Criteria: *I understand the different types of financial support available (such as community funding, financial aid, loans, scholarships, and bursaries) and know how to find and apply for them, including what information is required and who can support me in the process.*	Yes ☐
Exit Card	*What I found interesting/challenging or what I need to do next to achieve this:*	

Lesson 5.1	Success Criteria: *I can reflect on my learning strategies, identify areas for improvement, and explore academic supports (such as tutoring, peer support, and counselling services) available at my postsecondary institution to strengthen my study skills.*	Yes ☐

Exit Card *What I found interesting/challenging or what I need to do next to achieve this:*

Lesson 5.2	Success Criteria: *I can identify effective strategies for studying, note taking, and organization, and recognize ways to improve my learning and succeed in postsecondary education.*	Yes ☐

Exit Card *What I found interesting/challenging or what I need to do next to achieve this:*

Lesson 5.3	Success Criteria: *I can confidently set goals, choose supportive study environments, and identify study strategies that will help me succeed in postsecondary education.*	Yes ☐

Exit Card *What I found interesting/challenging or what I need to do next to achieve this:*

Lesson 6.1	Success Criteria: *I can identify potential sources of stress in postsecondary education, recognize strategies to balance school and personal life, and know where to find supports and tools to plan for my success and well-being.*	Yes ☐
Exit Card	*What I found interesting/challenging or what I need to do next to achieve this:*	

Lesson 6.2	Success Criteria: *I can identify what cultural safety means to me, use strategies to navigate cultural diversity in postsecondary settings, and advocate for my own cultural well-being.*	Yes ☐
Exit Card	*What I found interesting/challenging or what I need to do next to achieve this:*	

Lesson 6.3	Success Criteria: *I understand the importance of building connections with peers and community in my postsecondary journey, and I have strategies for networking and engaging with resources that support my cultural safety and beliefs.*	Yes ☐
Exit Card	*What I found interesting/challenging or what I need to do next to achieve this:*	

APPENDIX C: Education Pathway Planning Tool *- Use for all Modules*

Overview - This tool is here to help you stay organized and confident as you plan your journey toward postsecondary education. You can use it to track your goals, write down what you've learned, and record the important steps you're taking, like getting in touch with an education counsellor, researching programs, applying for funding, or creating a budget. You don't need to fill everything out at once. Use this tool throughout the Step-By-Step program to reflect on your progress and prepare for next steps. How this tool will help you:

- Stay on track with deadlines, funding, and applications
- Record your questions, interests, and goals
- Keep important contact info and links in one place
- Plan for your mental, emotional, physical, and spiritual well-being
- Be ready to meet with an education counsellor, mentor, or student support advisor

There are **five parts** in the planning tool to help you identify key people and services that will guide you on your journey as you explore your interests and strengths. It will also help organize information, so you don't feel overwhelmed. Keep this document to help you in organizing your thoughts and ideas, and for when you meet with your education counsellor or Indigenous student support staff.

- **Part 1: Getting in touch with support** - Helps you identify and connect with education counsellors and support services in your community or at a postsecondary institution.
- **Part 2: Exploring my interests and program options** - Guides you to reflect on your strengths, interests, and possible career paths, and explore the education options that align with them.
- **Part 3: Application tracker** - Supports you in organizing and keeping track of tasks, documents, and deadlines related to applying for postsecondary education.
- **Part 4: Funding and budget planning** - Helps you estimate your education costs, explore funding options, and begin building a budget that fits your needs.
- **Part 5: Personal wellness and support plan** - Encourages you to consider how to stay balanced and well in all areas of your life (mental, emotional, physical, and spiritual) throughout your learning journey.

Helpful information to keep on hand:

- Find an Ontario College Program or Apply: www.ontariocolleges.ca (OCAS)
- Apply to Ontario Universities: www.ouac.on.ca (OUAC)
- OSAP – Student Financial Aid: www.ontario.ca/osap
- First Nations Postsecondary Education Contact List (via ONECA): www.oneca.com
  - Or identify your community education website or contact information for the education counsellor and postsecondary Indigenous student services
- Need Help? Contact ONECA – Email: info@oneca.com or phone: (705) 692-2999

Part 1: Getting in touch with support

Helps you identify and connect with education counsellors and support services in your community or at a postsecondary institution.

Action: *Identify my education counsellor*
What I've done so far:
Next steps:
Who/what can help me:

Action: *Contact my counsellor by phone, email, or in person*
What I've done so far:
Next steps:
Who/what can help me:

Action: *Ask about funding deadlines and support options*

What I've done so far:

Next steps:

Who/what can help me:

Action: *Connect with Indigenous student services at a college/university*

What I've done so far:

Next steps:

Who/what can help me:

Additional Notes:

Part 2: Exploring my interest and program options

Guides you to reflect on your strengths, interests, and possible career paths, and explore the education options that align with them.

Action: *List my strengths and interests*
What I've done so far:
Next steps:
Who/what can help me:

Action: *Research careers that align with my interests*
What I've done so far:
Next steps:
Who/what can help me:

Action: *Learn about different pathways (college, university, trades, Indigenous institutes, etc.)*

What I've done so far:

Next steps:

Who/what can help me:

Action: *Explore 2–3 postsecondary programs I might like*

What I've done so far:

Next steps:

Who/what can help me:

Additional Notes:

Part 3: Application tracker

Supports you in organizing and keeping track of tasks, documents, and deadlines related to applying for postsecondary education.

Action: *Choose my top postsecondary program*	
What I've done so far:	**Next steps:**
Who/what can help me:	

Action: *Create an account on application platform (OCAS, OUAC, postsecondary)*	
What I've done so far:	**Next steps:**
Who/what can help me:	

Action: *Obtain school transcripts (from secondary or postsecondary institutes you attended)*	
What I've done so far:	**Next steps:**
Who/what can help me:	

Action: *Submit application (including transcripts)*	
What I've done so far:	Next steps:
Who/what can help me:	

Action: *First Nation Band Application*	
What I've done so far:	Next steps:
Who/what can help me:	

Action: *Apply for residence or housing*	
What I've done so far:	Next steps:
Who/what can help me:	

Additional Notes:

Part 4: Funding and budget planning

Helps you estimate your education costs, explore funding options, and begin building a budget that fits your needs.

Item	Estimated Cost	Funding Source	Submitted? Yes/No
Tuition & Fees			
Books & Supplies			
Housing			
Utilities			
Food			
Transportation			
Childcare (if needed)			
Apply for grants, bursaries or scholarships (for extra funding)			
Additional Notes:			

Useful Links:

- Indigenous Bursaries Search Tool: www.sac-isc.gc.ca/eng/1351185180120/1351685455328
- OSAP Indigenous Student Bursary: https://osap.gov.on.ca/OSAPPortal/en/A-ZListofAid/PRDR019231.html

Part 5: Personal wellness and support plan

Encourages you to consider how to stay balanced and well in all areas of your life (mental, emotional, physical, and spiritual) throughout your learning journey.

Action: *Mental – What supports or strategies can help me focus and manage stress?*
What I've done so far:
Next steps:
Who/what can help me:

Action: *Emotional – Who can I talk to or connect with for emotional support?*
What I've done so far:
Next steps:
Who/what can help me:

Action: *Physical – How will I take care of my body during this time?*

What I've done so far:

Next steps:

Who/what can help me:

Action: *Spiritual – What practices or connections ground me and give me strength?*

What I've done so far:

Next steps:

Who/what can help me:

Additional Notes:

APPENDIX D: Weekly Learning Schedule Template

This schedule will help you plan your learning each week as you move through the Step-By-Step program. Use it to set your goals, keep track of what you want to get done each day, and reflect on how you're feeling. You can also write down anything you found helpful or challenging. Taking a few minutes each week to fill this out can help you stay organized, focused, and balanced as you work toward your postsecondary goals.

Week of:

What do I want to complete or learn this week?	
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

Something I found helpful, challenging, or interesting this week?

Why is this helpful?

My Notes

Use these sheets to record anything you like (including reminders, ideas, websites or information that you found helpful, contact information of people and programs, etc.)

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