

CAREER ACTION PLAN



A Career Action Plan helps you to focus on your goals and plans for the future. It helps you to work out how you are going to achieve what you want relating to learning, work and life. A Career Action Plan lets you apply your skills and knowledge to successfully establish your preferred career.

1 MY PROFILE

Qualities

Qualities include positive words to describe you, which are also called “attributes”.

Tick the words that describe you. You can add to the list.

Loyal	Follow rules	Sense of humour	Motivated
Committed	Reliable	Believe in yourself	Well-dressed
Enthusiastic	Adaptable	Honest	Work well under pressure

The above list of attributes is drawn from The Employability Skills Framework, developed by the Australian Chamber of Commerce and Industry (ACCI) and the Business Council of Australia (BCA) in 2002. For more information please see: http://www.dest.gov.au/sectors/training_skills/publications_resources/other_publications/

Interests

Things you like to do.

List the 3 things you most enjoy (eg. Exercise, travel, computer games, dancing, craft etc).

1

2

3

Skills

Skills are things you can do.

Tick the boxes that match your current skills and abilities, and whether you can do them on your own or with help from others. Then tick the box that describes how well you can do each skill. You can add to the list.

On your own	With help	Okay	Good	Very good
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Type Of Work

Tick the boxes that match your preferred type of work.

Scientific

Helping

Outdoors

Retail

Creative

Hands-on

Office

The above list is from Type of Work Chart in the Job Guide. For more information please see:
<http://www.jobguide.deewr.gov.au/>

Self-Assessment Results

Have you tried any career quizzes or self-assessment activities or used profiling tools? If you have, write down the main things you learnt about yourself after completing them.

Try the free resources at www.myfuture.edu.au

Educational Background

School

Further study

Employment/Volunteer Experience

Employer / organisation name

Type of tasks undertaken

Community Involvement / Volunteer Work

Organisation name

Type of tasks undertaken/official positions held

Career Portfolio Checklist

Items	I have this	I need this	If you do need it, identify what needs to be done to get it
Job Applications			
Up-to-date resume			_____
Sample cover letter			_____
Details of two referees			_____
Workplace Learning			
Updated list of your skills			_____
Workplace certificates			_____
Employer reference letter			_____
Further Education and Training			
A list of courses to research			_____
Course application forms to complete			_____
A list of scholarships you can apply for			_____
Information about financial assistance			_____
Information from employment support agencies			_____
Skills & Job Centre Appointment			

2 MY FUTURE

Career Plan

Your current career plan is to:

Get a full-time job

Get a part-time job

Become a volunteer

Complete a TAFE Diploma or Certificate

Complete a University Degree

Look for an Apprenticeship/ Traineeship

Further research my career options

How much do you know about different education and training options? Visit the myfuture website (<http://www.myfuture.edu.au>) and try the 'Exploring Education and Training Pathways' quiz which helps you to find out about important things to consider when deciding on education and training options.

You will need to do some research about the career(s) you are interested in. Complete this table as you do your research:

	First choice	Second Choice
Career		
Qualities required Check the "attributes" in: myfuture: www.myfuture.edu.au / Job Guide: www.jobguide.deewr.gov.au		
Duties required Check the "skills" you need at – myfuture: www.myfuture.edu.au / Job Guide: www.jobguide.deewr.gov.au		
Potential employers List places where you could work		
Employment outlook Check out Job Outlook - www.joboutlook.gov.au		
Education/training required List the courses you will need to do		
Providers offering course List the institutions offering the courses you will need to do		
Course requirements and prerequisites List the special things you need to do to get into the course (ie. study a particular subject, submit a folio, attend an interview)		
Similar occupations List other similar jobs you could do		

3 MY PLAN

Goals

GOALS are things that you want to achieve in the future. Setting goals will help you to be prepared and ready for change at school or in your life.

Thinking about your goals and how you will achieve them means that you will be more prepared for your preferred occupation you prefer and willing to keep your future options open.

If you achieve a goal, set another one for yourself – maybe a more challenging one.

	What is your goal?	How will you do it?	Why is it important?	When will you do it by?
Work				
Life				

You may need to seek help from other people to achieve your goals- family members, community members, friends and other people you trust. You may also want to seek help from people at organisations and agencies when you need it.

	Who can help you?	How can they help you?
Work		
Life		

Skills To Develop

What skills will you need to develop to be prepared for your career choices:

You can see examples of work-related skills on these websites – myfuture: www.myfuture.edu.au or Job Guide: www.jobguide.deewr.gov.au

Further Education Or Training

What further education or training will you need to do to be prepared for your career choices:

4 MY REVIEW

Goals and Plans

It is important for you to spend some time thinking about the goals and plans you set for yourself, what it was like deciding what to do and how you will do it.

Read your Career Action Plan and:

- Work out what you have achieved so far;
- Think about who can help you to work on the goals you have not achieved yet.

	Goals you have achieved so far	When you did them
Work		

Life		

	Goals you need to do further work on in order to achieve	Who you will ask to help you
Work		

Life		