



My Career Action Plan

Year 10 (EAL) – I Plan

Date: _____

School: _____

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 school, work and life. A Career Action Plan lets you plan for different options relating to your career goals and plans.

My Profile

My name

* Include all the names you have

My family

* List your family members

My community

* For example, cultural group or religion

Background

* Describe a few things about yourself, like your country of origin, languages spoken at home, what your family did before coming to Australia or anything else you think is important.

Positive words

Tick 3 or more words that best describe you. If you can think of any other words, please add them underneath.

- | | | | |
|-----------------------------------|---------------------------------------|---|--|
| <input type="checkbox"/> Loyal | <input type="checkbox"/> Committed | <input type="checkbox"/> Use common sense | <input type="checkbox"/> Enthusiastic |
| <input type="checkbox"/> Reliable | <input type="checkbox"/> Well-dressed | <input type="checkbox"/> Believe in myself | <input type="checkbox"/> Sense of humour |
| <input type="checkbox"/> Honest | <input type="checkbox"/> Motivated | <input type="checkbox"/> Work well under pressure | <input type="checkbox"/> Adaptable |
| <input type="checkbox"/> | | | |

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

* Think about activities you do at school and outside of school that you enjoy

Circle 3 or more of your interests. If you can think of any other interests, please add them underneath.

Dancing Fashion Movies Sport (watching/playing)

My other interests include:

Skills

* Skills are things you can do well

Tick the skills that you can do well. You may do things at school, at home, or in the workplace. Write down your other skills underneath. If you are having trouble, ask your friends, family or school staff what they think you are good at.

- | | |
|---|---|
| <input type="checkbox"/> Communicate with people | <input type="checkbox"/> Plan and organise things |
| <input type="checkbox"/> Work in a team with other people | <input type="checkbox"/> Manage my own time |
| <input type="checkbox"/> Solve problems | <input type="checkbox"/> Learn new things |
| <input type="checkbox"/> Come up with my own ideas | <input type="checkbox"/> Use technology |

My other interests include:

The above list of skills 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/

Learning styles	Tick the things that make learning easier for you. You can also add to the list.	
	I learn best by...	
	<input type="checkbox"/>	Watching
	<input type="checkbox"/>	Hearing
	<input type="checkbox"/>	Doing
	<input type="checkbox"/>	Talking about something
	<input type="checkbox"/>	
	I work best when...	
	<input type="checkbox"/>	I know what to do
	<input type="checkbox"/>	I am in a group
<input type="checkbox"/>	There are no distractions	
<input type="checkbox"/>	The task is set out in steps	
<input type="checkbox"/>	The activity interests me	
<input type="checkbox"/>	I have someone show me what to do and then I can do it	
<input type="checkbox"/>		

Subjects I am studying this year

Subjects I plan to study next year

★ How much do you know about getting a job? Visit the myfuture website (www.myfuture.edu.au) and try the 'Getting that Job' quiz which helps you to prepare for getting a job.

★ Are you ready to start applying for jobs? Think about what you could include in your career portfolio, and place a tick in the box next to the things you already have or need to include.

Career Portfolio Items	I have this	I need this
Job Applications		
Up-to-date resume	<input type="checkbox"/>	<input type="checkbox"/>
Sample cover letter	<input type="checkbox"/>	<input type="checkbox"/>
Details of two referees	<input type="checkbox"/>	<input type="checkbox"/>
One reference letter	<input type="checkbox"/>	<input type="checkbox"/>
Job Interviews		
A folio of my best work	<input type="checkbox"/>	<input type="checkbox"/>
School reports	<input type="checkbox"/>	<input type="checkbox"/>
Certificates and Awards	<input type="checkbox"/>	<input type="checkbox"/>
Workplace Learning		
List of my skills	<input type="checkbox"/>	<input type="checkbox"/>
safe@work certificates	<input type="checkbox"/>	<input type="checkbox"/>
Work Experience report	<input type="checkbox"/>	<input type="checkbox"/>
Employer reference letter	<input type="checkbox"/>	<input type="checkbox"/>
Other		
Tax File Number	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

My Progress

* Find last year's Career Action Plan and write down the goals that you achieved. If you did not achieve all of the goals then write down something else that you achieved last year.

* The table below has examples of goals that can be used or removed to suit you.

	My Year 9 goal or achievement	What I actually did	How I felt after I did it
School	1. <i>Don't make any spelling mistakes</i>	<i>I only made a few spelling mistakes</i>	<i>I felt more confident about reading aloud in class</i>
	2.		
Life	3. <i>Get a part-time job</i>	<i>I did volunteer work at the local community shop</i>	<i>I felt like I was helping people</i>
	4.		

* Have the interests, values and skills you wrote in the "My Profile" section of your Career Action Plan changed much from what you wrote last year? If they have changed a lot, it's likely that you may want to achieve different goals this year.

* Think about the most important things you have learned about yourself since last year and how this changes your goals and future plans.

* The table below has an example that can be used or removed to suit you.

The most important thing I learnt about myself in Year 9	How knowing this will change my goals
<i>I like helping people</i>	<i>I want to get a job where I can help people</i>

My Goals and Plans

* Think about what you would like to do for work experience this year. You can start by thinking about what type of jobs you have already done, including chores, helping out and unpaid work (such as volunteering). You might have some ideas from any industry visits you have done this year to local workplaces.

Jobs I have already tried	I liked this job	I did not like this job
At home:	<input type="checkbox"/>	<input type="checkbox"/>
At school:	<input type="checkbox"/>	<input type="checkbox"/>
In the community:	<input type="checkbox"/>	<input type="checkbox"/>

* Now think about jobs you have not tried yet but would like to.

Jobs I have not tried yet	How I could find out more about the job

* Think about what you will need to do in order to work in your career area of interest.

- ⚙ **Personal requirements** include things that you will need to do in the job, such as handling money, working as part of a team, or being good at spelling.
- ⚙ **Education and training needed** covers what you will need to study before you do the job. For example, you might need to do a Certificate II in Community Services before you can do further education, training or employment in youth work, aged care and children services.

Career area of interest	Work-related skills * Check the Job Guide	Education and training needed * Check the Job Guide

* How about trying out the job through a work experience placement?

What I would like to do for work experience

★ Goals are things that you want to achieve or be good at in the future. They are things that will help you to be prepared and ready for change at school or in your life.

★ It is important that you think about goals early because then you can work out how to achieve them. Thinking about goals means that you will be prepared to study the subjects you like, do the types of occupations you prefer, and keep your future options open.

★ If you achieve a goal throughout the year, set another new one for yourself – maybe a more challenging one.

★ The table below includes examples of goals that can be used or removed to suit you.

	What is my goal?	How will I do it?	Why is it important?	When will I do it by?
School	1. <i>Start a School-Based Apprenticeship in Year 11</i>	<i>Organise a meeting with my school's careers practitioner</i>	<i>To help me get a job when I finish school</i>	<i>By the end of Term 1</i>
	2.			
Life	3. <i>Do volunteer work at the community centre</i>	<i>Give the manager at the community centre a copy of my resume</i>	<i>The volunteer work may lead to employment</i>	<i>By the end of Term 2</i>
	4.			

★ You may need some help from other people to achieve your goals. People can help you in different ways, like family members, community members, teachers, friends and other people you trust.

★ The numbers and examples in the table below relate to the goals listed above, and can be adapted.

	Who can help me?	How can they help me?
School	1. <i>My careers practitioner</i>	<i>They can let me know the different types of apprenticeships I can do</i>
	2.	
Life	3. <i>My careers practitioner</i>	<i>Call the community centre and organise a meeting with the manager</i>
	4.	

* You may also want to seek help from people within your local community when you need it. These people include youth workers, mentors and tutors.

Who can help me?	How can they help me?

Skills I need to develop to prepare myself for work in my chosen career area of interest

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

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Subjects I will need to do next year to prepare for work in my chosen career area of interest

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Further education or training I will need to do to work in my chosen career area of interest

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My Review

★ Throughout the year it is important for you to spend some time thinking about the goals and plans you set for yourself, and what it was like planning for different options relating to your career goals and plans.

- ⊗ Read your Career Action Plan.
- ⊗ Work out what you have achieved so far.
- ⊗ Think about who can help you to work on the goals you have not achieved yet.
- ⊗ Write down some new goals to focus on next year.



	Goals I have achieved so far	When I did them
School	1.	
	2.	
Life	3.	
	4.	

	Goals I need to do further work on in order to achieve	Who I will ask to help me
School	1.	
	2.	
Life	3.	
	4.	

	New goals I want to achieve	When I will do them
School	1.	
	2.	
Life	3.	
	4.	

* Look over what you wrote as your preferred career choices in the 'My Goals and Plans' section of this Career Action Plan. Are you still interested in doing the same careers when you finish school? If not, write down one new career you are interested in, and the subjects you need to do next year to help you prepare for that career.

New career I am interested in	What I need to do next year to prepare for this career, including learning new skills and taking certain subjects

Comments from parents, family members, community members, carers, guardians or other trusted adults <i>* A translator may be required</i>	Date: Comments:
Comments from teachers, careers practitioners, Multicultural Education Aides or other school staff <i>* Check alignment with other plans the young person may have</i>	Date: Comments: