



My Career Action Plan (Year 10)

My Career Action Plan helps me focus on my goals and plans for the future. It will help me to work out what I want to achieve and how I can go about realising these goals.

Who am I?

Name: _____

Date: _____

My top 4 skills:

My 3 important values:

My best subject/s:

My proudest achievement:

My 2 favourite leisure activities:

My 2 possible career choices:

My 2 referees:

Where am I now?

What did I achieve last year at school?

☛ HINT – Be positive. Give yourself a pat on the back for achieving even parts of a goal or for achievements that were not planned.

What did I achieve last year in the community or at home?

☛ HINT – Remember small achievements can help goals grow.

What have I learnt about myself and my skills?

☛ HINT – Be positive and in a few words describe you e.g. confident. You can ask a friend or family member to help.

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My future plans

What are my current education goals?

☛ **HINT** – Your goals can be success in a subject, being in a sports team or talking less in class. Make sure you can Measure, Achieve, Time, and Evaluate your goals.

What is my target date for each goal?

☛ **HINT** – You may want to have short, medium and long-term goals. Set realistic target dates. Make sure you give enough time to change your mind.

What are the benefits of achieving my goals?

☛ **HINT** – Consider such things as future choices and self development.

What skills, education and training will I need for my two career choices?

☛ **HINT** – List the main requirements. Use The Job Guide or myfuture website to help you.

Who can help me with my goals?

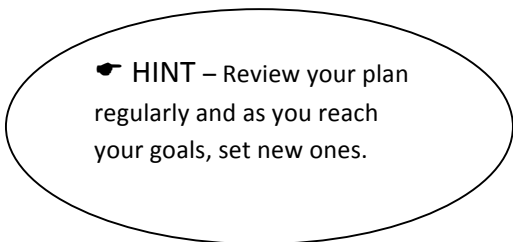
☛ **HINT** – Think strategically. Use your family, friends, teachers and networks you trust to support you.

What are my plans for Work Experience?

My Review

Date:

Which goals have I achieved at this stage?



Which goals do I need to work at achieving?

Resources to help me

What new goals do I want to achieve?

What is my target date for each goal?

Have my career choices changed? Have the further education and training requirements changed?

Which subjects would I need to choose at Year 11 to help me achieve these goals?

I have commenced a career portfolio containing:

- Résumé
- Copies of certificates, awards and reports
- Contact details for three referees
- A sample cover letter
- References from activities and projects
- Employability Skills checklist