



MY CAREER ACTION PLAN YEAR 11

Name:

Date:

My Personal Profile

Personal characteristics

My current skills and abilities: <i>e.g. effectively use word processing</i>	
My values: <i>e.g. protect the environment</i>	
My interests:	
My proudest achievement::	
Self-assessment Instruments used and results:	

Educational background:

Current subjects:	
Subjects studied last year & results:	
Completed certificates/statements of attainment	
My preferred learning style: <i>e.g. working with numbers (useful Job Guide "Type of work" chart)</i>	

Employment/volunteer achievements:

Employer /organisation name	Types of tasks undertaken

Community involvement:

Organisation	Types of tasks/activities undertaken and any official positions held

My Future

My Career choices:

1st choice: _____

Optional choice: _____

Further education and training or employment requirements for career choices

1st choice

Courses of study/training:	
Providers of further education:	
Course Requirements/Prerequisites:	
Providers of employment: <i>e.g. local café or group training company</i>	
Employment requirements: <i>e.g. money handling skills</i>	
Other possible pathway options: <i>e.g. GAP year</i>	

2nd choice

Courses of study/training:	
Providers of further education:	
Course Requirements/Prerequisites:	
Providers of employment: <i>e.g. local café or group training company</i>	
Employment requirements: <i>e.g. money handling skills</i>	

Other possible pathway options:
e.g. GAP year

Occupational outlook: What is the employment prediction for my career choices?

1st choice

2nd choice

My Plan

Which goals did I achieve last year?

What have I learnt about my goal setting skills?

Areas I need to develop to achieve my career goal:

Personal/life skills: e.g. <i>meet deadlines</i>		I will achieve these goals by:
Academic skills: e.g. <i>improve study skills</i>		

Resources I need to help me:

Sources of information: <i>e.g. Job Guide, VTAC VICTER</i>	
Who can help me: <i>e.g. family, teachers, career counsellor, friends...?</i>	

I have a career portfolio containing:

- Resume
- Copies of certificates, awards and reports
- Contact details for three referees
- A sample cover letter
- References from activities and projects
- Further education support programs contacts
- Employment and Training support programs

My Review

Date:

Use the space below to record your thoughts and feelings about your progress towards your plan. You can make changes to your plan here as you get clearer about your ideas. Think about these questions:

Which personal goals have I achieved?
Which academic goals have I achieved?
Which personal goals do I need to work on? What new goals do I want to achieve?
Which academic goals do I need to work on? What new goals do I want to achieve?