



My Career Action Plan

Year 12 (EAL) – I Apply

Date: _____

School: _____

Name: _____

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 apply your skills and knowledge to successfully move into your preferred career.

My Profile

My 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

My qualities

* Qualities include positive words to describe you, which are also called "attributes"

Tick 3 or more words that best describe you. You can add to the list.

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

My interests

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

List the 3 things you most enjoy, such as computer games, dancing, art or wood work.

My skills

* Skills are things you can do well

Tick the skills that you can do well and give examples of when you have done this. You may do things at school, at home, or in the workplace. You can add to the list. If you are having trouble, ask your friends, family or school staff what they think you are good at.

- Communicate with people
- Work in a team with other people
- Solve problems
- Come up with my own ideas
- Plan and organise things
- Manage my own time
- Learn new things
- Use technology
- Speak another language
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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	List three or more things that make learning easier for you. For example, writing things down or working with other people.
My preferred type of work	<p>Tick the boxes that match your preferred type of work.</p> <p> <input type="checkbox"/> Scientific <input type="checkbox"/> Creative <input type="checkbox"/> Helping <input type="checkbox"/> Hands-on <input type="checkbox"/> Outdoors <input type="checkbox"/> Office <input type="checkbox"/> Retail </p> <p>The above list is from Type of Work Chart in the Job Guide. For more information please see: http://www.jobguide.deewr.gov.au/ </p>
Self-assessment results	<p>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. There are some free resources at www.myfuture.edu.au.</p>

Educational Background

Subjects I am studying this year	
Subjects I studied last year	

Employment/Volunteer Experience/Work Experience/Structured Workplace Learning

Employer/Organisation name	What tasks you did

Community Involvement

Organisation name	What tasks you did or official positions held

Career Portfolio

Items	I have this	I need this	If you need it, identify what needs to be done to get it
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 / Structured Workplace Learning report	<input type="checkbox"/>	<input type="checkbox"/>	
Employer reference letter	<input type="checkbox"/>	<input type="checkbox"/>	
Further Education and Training			
A list of Open Days to attend	<input type="checkbox"/>	<input type="checkbox"/>	
Application forms to complete	<input type="checkbox"/>	<input type="checkbox"/>	
A list of scholarships I can apply for	<input type="checkbox"/>	<input type="checkbox"/>	
Information about financial assistance	<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 Future

★ 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.

When I finish school, I plan to...	<input type="checkbox"/> Get a full-time job <input type="checkbox"/> Get a part-time job <input type="checkbox"/> Become a volunteer <input type="checkbox"/> Continue training (e.g. a VET course at TAFE) <input type="checkbox"/> Continue education (e.g. university course) <input type="checkbox"/> <input type="checkbox"/>
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My Career Choices

★ You will need to do some research about the careers you are interested in. Complete this table as you do this 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" in: myfuture: www.myfuture.edu.au Job Guide: www.jobguide.deewr.gov.au		
Potential employers * List places where you could find work		
Employment outlook * Check out Job Outlook: www.joboutlook.gov.au		
Education/training required * List the courses you will need to do		

<p>Providers offering course</p> <p>* List the institutions offering the courses you will need to do</p>		
<p>Course requirements and prerequisites</p> <p>* List the special things you need to do to get into the course, like study a certain subject at high school, submit a folio, or attend an interview</p>		
<p>Similar occupations</p> <p>* List other similar jobs you could do</p>		

My Plan

★ 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.

★ 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 11 goal or achievement	What I actually did	How I felt after I did it
School	1. <i>Hand all my work in on time</i>	<i>Handed all my work in on time</i>	<i>I felt ready for my last year of high school</i>
	2.		
Life	3. <i>Find a part-time job</i>	<i>Found a volunteering job</i>	<i>I felt ready to find a paying job</i>
	4.		

★ Thinking about new goals for this year and how you will achieve them 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.

	What is my goal?	How will I do it?	Why is it important?	When will I do it by?
School	1.			
	2.			
Life	3.			
	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 in the table below relate to the goals listed in the previous table.

	Who can help me?	How can they help me?
School	1.	
	2.	
Life	3.	
	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 be prepared for my career choices

* 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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Further education or training I will need to do to be prepared for my career choices

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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 deciding what you are going to do and how you will do it.

- ⊗ 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.
- ⊗ Make sure you are ready for 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.	

Have my career choices changed from what I wrote in the 'My Career choices' table in the 'My Future' section of this Career Action Plan? Yes No

If you answered "yes", please re-do the 'My Career Choices' table in the 'My Future' section to make sure that you are fully prepared to pursue a career this area.

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: