



## MY CAREER ACTION PLAN YEAR 12

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. make a difference to people's lives</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:	

#### Employment/volunteer achievements:

Employer/organisation name	Types of tasks undertaken and positions held

#### Community involvement:

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

## ***My Future***

**My Career choice:** \_\_\_\_\_

### **Further education and training:**

Courses of study/training:	
Preferred Providers of further education:	
Course Requirements/Prerequisites:	
Important dates:	
Open day visits:	
Other possible pathway options:	

**Other requirements e.g. SEAS applications, scholarship applications**

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### **Employment:**

Providers of employment: <i>e.g. local café or group training company</i>	
Employment requirements: <i>e.g. telephone skills</i>	
Important dates: <i>e.g. pre-apprenticeship tests</i>	
Other possible pathway options:	

**Other options e.g. Gap year**

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

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## *My Plan*

<b>Which personal goals did I achieve last year?</b>
<b>Which academic goals did I achieve last year?</b>
<b>What have I learnt about my decision-making and goal setting skills?</b>

### Areas I need to develop to achieve my career goal:

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

### Resources I need to help me:

<i>Sources of information: e.g. Online recruitment site, VTAC Guide</i>	
<i>Who can help me: 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
- Employability Skills Checklist
- List of networks for future employment
- Copies of my VTAC and/or SEAS Application
- Information of scholarships
- Contact details for education support
- Contact details for training/employment support

## ***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?**