



My Career Action Plan

Year 8 (EAL) – I Explore

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 explore different occupations that may suit your strengths and interests.

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

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

Funny Honest Generous Kind Friendly Happy

Other positive words that describe me are:

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.

Caring for animals Sport (watching/playing) Singing Art

My other interests include:

Values

* Values are things that you consider to be important and explain a lot about who you are

Circle 3 or more of your values. If none of the words describe your values, write down your values underneath.

Teamwork Working hard Sharing Caring Trustworthy

My other values include:

Skills

* Skills are things you can do well.

Tick the skills that you already have. 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.

- Speaking a language other than English
- Reading and writing in a language other than English
- Using a computer
- Coming up with ideas
- Working in a team with other people
- Reading and writing in English

My other skills include:

Learning styles

Tick the things that make learning easier for you. You can also add to the list.

I learn best by...

- Watching
- Hearing
- Doing
- Talking about something
-

I work best when...

- I know what to do
- I am in a group
- There are no distractions
- The task is set out in steps
- The activity interests me
- I have someone show me what to do and then I can do it
-

Subjects I am studying this year

--

Subjects that I like and why I like them

--

Subjects that I do not like and why I do not like them

--

Two people who are important to me

* An important person is someone you can trust, or helps you when you need it

--

Things I would like to do in the future when I finish school

--

Things my family would like me to do in the future when I finish school

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* How much do you know about different industries? Visit the myfuture website (www.myfuture.edu.au) and try the 'Exploring Industries' quiz which helps you to understand different things about employment industries.

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 7 goal or achievement	What I actually did	How I felt after I did it
School	1. <i>Read five English books</i>	<i>I read nine English books by the end of Term 1</i>	<i>I felt that my English reading speed is improving</i>
	2.		
Life	3. <i>Ride 100km on my bike</i>	<i>I rode my bike for 60km</i>	<i>I felt disappointed, so I am more determined to ride 100km this year</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 7	How knowing this will change my goals
<i>I am a good reader</i>	<i>I want to read even more books in English</i>

My Goals and Plans

★ Think about the different activities you might do when you have finished going to school. This might include full-time work, part-time work, unpaid work (such as volunteering), training or further study. You might want to ask other people about what they do so you can find out more about each option.

Future activities	Name of someone who does this that I can talk to	What they do
Being in paid full-time work		
Being in paid part-time work		
Being a volunteer		
Preparing for work through training		

★ Think about what kinds of jobs seem interesting to you. If you can't think of anything, you might want to talk to your teacher or family members because they can give you some ideas.

I need to...	Jobs I am interested in	Jobs I am not interested in
Talk to my teacher about jobs that might interest me		
Talk to my family members about jobs that they have done, or their friends have done that might interest me		

★ The skills a person needs to do in a job are called work-related skills. When you are thinking about jobs you are interested in, you might want to consider the work-related skills needed to do that job, such as following instructions, working in a team with others, being organised or using technology.

★ You can see examples of work-related skills on these websites:

✪ myfuture: www.myfuture.edu.au

✪ Job Guide: www.jobguide.deewr.gov.au

Work-related skills I need	How I am going to gain these skills

★ 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>Do all of my homework on time</i>	<i>Spend 30 minutes each night doing homework</i>	<i>To help me do well at school</i>	<i>By the end of Term 1</i>
	2.			
Life	3. <i>Travel alone on public transport</i>	<i>Take the bus to school by myself</i>	<i>So I can become independent</i>	<i>By the end of the year</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 teacher and my family</i>	<i>My teacher can check my diary at the end of each day to make sure I have written down all of my homework. My family can remind me to check my diary when I get home.</i>
	2.	
Life	3. <i>Older brother or sister</i>	<i>Travel with me on the bus, but let me buy my own ticket and press the stop button when I want to get off</i>
	4.	

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 exploring different occupations that may suit your strengths and interests.

- ⊗ 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.	

Comments from parents, family members, community members, carers, guardians or other trusted adults <small>* A translator may be required</small>	Date: Comments:
Comments from teachers,	Date: Comments:

**careers practitioners,
Multicultural Education
Aides or other school staff**

** Check alignment with other plans the
young person may have*