



My Career Action Plan

Year 8 – I Explore

Date: _____

School: _____

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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 your full name and nickname

My family

* List your family members

My community

* This could be your cultural group

Three positive words that describe me

* Examples include happy, outgoing, friendly, sporty, polite, healthy and creative.

Two important people to me

* An important person is someone you can trust.

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

My top three interests

* Think about activities you do at school and outside of school that you enjoy, such as playing football or babysitting. Interests also include things like music or gaming.

My top three values

* Values are things that you consider to be important and explain a lot about who you are. For example, some people think being honest, hardworking and caring about the environment are important values.

My top three skills

** Skills are things you can do well. Everybody has skills. For example, listening, team work, problem-solving and planning are all skills that can help you do well at school.*

Subjects I am studying this year

My favourite subjects and why I like them

* 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.

Date: _____

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.

My goal or achievement from last year	What I actually did	How I felt after I did it

★ 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 most important thing I learnt about myself last year	How knowing this will change my goals

My Goals and Plans

★ Goals are things that you want to achieve 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. Achieving goals means that you will be able to study the subjects you like, do the types of occupations you prefer, and keep your future options open. If you meet a goal throughout the year, set a new one for yourself.



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- ★ Think about goals that relate to school and life. For example, a school goal might be to do all of your homework, and a life goal might be learn how to dance.
- ★ Think about why the goals you have made are important. For example, doing homework will help you to do well at school, and learning to dance will help you to stay healthy.
- ★ Think about how long it will take you to achieve your goals. Some goals are short-term which means you can achieve them in a few weeks. Some goals are long-term which means it might take a year or more before you can achieve them.

What is my goal?	How will I do it?	Why is it important?	When will I do it by?

★ You may need some help from allies to achieve your goals. Allies are people who can help you in different ways, like family members, community members, teachers, friends and other people you trust.

Who can help me?	How can they help 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. For example, following instructions, working in a team with others, being organised, and using technology are all examples of work-related skills.

Work-related skill I need	How I am developing it

Date:

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. Reflecting on what you wrote in your Career Action Plan throughout the year, you might need to include some new things in your next Career Action to help you to achieve your long-term goals.



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Goals I have achieved so far	When I achieved them

Goals I need to do further work on in order to achieve	Who can help me

New goals I want to achieve	Achievement date

Comments from parents, family members, community members, carers, guardians or other trusted adults	Date: Comment:
Comments from teachers, careers practitioners or other school staff	Date: Comment: