



My Career Action Plan

Year 9 (EAL) – I Focus

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 focus on the skills and knowledge you need to achieve what you want.

My Profile

My name <i>* Include all the names you have</i>	My family <i>* List your family members</i>	My community <i>* For example, cultural group or religion</i>

Background <i>* 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.</i>	
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Positive words	<p>Circle 3 or more words that best describe you. If you can think of any other words, please add them underneath.</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Loyal</td> <td><input type="checkbox"/> Committed</td> <td><input type="checkbox"/> Use common sense</td> <td><input type="checkbox"/> Enthusiastic</td> </tr> <tr> <td><input type="checkbox"/> Reliable</td> <td><input type="checkbox"/> Well-dressed</td> <td><input type="checkbox"/> Believe in myself</td> <td><input type="checkbox"/> Sense of humour</td> </tr> <tr> <td><input type="checkbox"/> Honest</td> <td><input type="checkbox"/> Motivated</td> <td><input type="checkbox"/> Work well under pressure</td> <td><input type="checkbox"/> Adaptable</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> </table>	<input type="checkbox"/> Loyal	<input type="checkbox"/> Committed	<input type="checkbox"/> Use common sense	<input type="checkbox"/> Enthusiastic	<input type="checkbox"/> Reliable	<input type="checkbox"/> Well-dressed	<input type="checkbox"/> Believe in myself	<input type="checkbox"/> Sense of humour	<input type="checkbox"/> Honest	<input type="checkbox"/> Motivated	<input type="checkbox"/> Work well under pressure	<input type="checkbox"/> Adaptable	<input type="checkbox"/>			
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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/

Interests <i>* Think about activities you do at school and outside of school that you enjoy</i>	<p>Circle 3 or more of your interests. If you can think of any other interests, please add them underneath.</p> <p style="text-align: center; font-size: 1.2em;">Cooking Painting Gardening Music (listening/playing)</p> <p>My other interests include:</p>
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Skills <i>* Skills are things you can do well</i>	<p>Tick the skills that you can do well. You may do things at school, at home, or in the workplace. 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.</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Communicate with people</td> <td><input type="checkbox"/> Plan and organise things</td> </tr> <tr> <td><input type="checkbox"/> Work in a team with other people</td> <td><input type="checkbox"/> Manage my own time</td> </tr> <tr> <td><input type="checkbox"/> Solve problems</td> <td><input type="checkbox"/> Learn new things</td> </tr> <tr> <td><input type="checkbox"/> Come up with my own ideas</td> <td><input type="checkbox"/> Use technology</td> </tr> </table> <p>My other skills include:</p>	<input type="checkbox"/> Communicate with people	<input type="checkbox"/> Plan and organise things	<input type="checkbox"/> Work in a team with other people	<input type="checkbox"/> Manage my own time	<input type="checkbox"/> Solve problems	<input type="checkbox"/> Learn new things	<input type="checkbox"/> Come up with my own ideas	<input type="checkbox"/> Use technology
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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

My favourite subjects and why I like them

My work experience plans for next year

★ How much do you know about different careers? Visit the myfuture website (www.myfuture.edu.au) and try the 'Mini Career Explorer' game which helps you discover occupations you might like to explore as you plan your career.

Careers I am interested in and why they interest me

Paid or volunteer work I have done

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 8 goal or achievement	What I actually did	How I felt after I did it
School	1. <i>Do all of my homework</i>	<i>By the end of Term 1 I was doing most of my homework on time</i>	<i>I felt like I was being more organised</i>
	2.		
Life	3. <i>Travel on public transport alone</i>	<i>I bought my own tickets, but still travelled with my brother or sister</i>	<i>I felt independent</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 8	How knowing this will change my goals
<i>I like to perform in front of others</i>	<i>I will think about careers that involve performing in front of audiences</i>

My Goals and Plans

★ Think about two jobs you might like to try in the future – even for work experience. Think about which skills you will need in order to do the different jobs. Place a tick in the box that tells you whether the skill is “Very Important”, “Important” or “Not Important”.

⊗ You can ask family members, community members, teachers, friends and other people you trust about how important they think the skills are.

Skill	Job 1:			Job 2:		
	Very Important	Important	Not Important	Very Important	Important	Not Important
Listening to instructions						
Following instructions						
Writing things down						
Talking on the phone						
Working hard						
Being reliable						
Being punctual (on time)						
Being organised						
Being able to talk to people						
Being neat (tidy)						
Being honest (truthful)						

★ Now think about what you could do for work experience in the future in the table below.

I am good at... ★ Think about your interests and skills	This could lead to me doing work experience in...	This could lead to a career in...

★ 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>Don't make any mistakes with spelling</i>	<i>Practice spelling at home</i>	<i>To help me do well at school</i>	<i>By the end of the year</i>
	2.			
Life	3. <i>Get a part-time job</i>	<i>Write a resume and give it to three employers</i>	<i>So I can have my own money</i>	<i>By the end of Term 2</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</i>	<i>Use a dictionary to practice spelling at home</i>
	2.	
Life	3. <i>Careers practitioner</i>	<i>Show me examples of resumes and help me to write my own resume</i>
	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?

* Think about the careers you are interested in and the goals you have set. Are there any subjects you need to do next year to help you achieve your chosen career or goals?

Subjects I need to do next year to achieve my career choice and long-term goals (including VCE, VCAL, VETIS or School Based Apprenticeship or Traineeship)

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 focusing on the skills and knowledge you need to achieve what you want.

- ⊗ 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.	

* Look over what you wrote as your preferred career choices in the 'My Goals and Plans' section of this Career Action Plan. Are you still interested in doing the same careers when you finish school? If not, write down one new career you are interested in, and the subjects you need to do next year to help you prepare for that career.

New career I am interested in	What I need to study next year to prepare for this career

<p>Comments from parents, family members, community members, carers, guardians or other trusted adults</p> <p><i>* A translator may be required</i></p>	<p>Date:</p> <p>Comments:</p>
<p>Comments from teachers, careers practitioners, Multicultural Education Aides or other school staff</p> <p><i>* Check alignment with other plans the young person may have</i></p>	<p>Date:</p> <p>Comments:</p>