



My Career Action Plan (Year 9)

My Career Action Plan helps me focus on my goals and plans for the future. It will help me to work out what I want to achieve and how I can go about realising these goals.

Who am I?

Name: _____

Date: _____

My top 3 skills:
My 3 important values:
My best subject/s:
My proudest achievement:
My 2 favourite leisure activities:
My 2 possible career choices:
My family responsibilities

Where am I now?

What did I achieve last year at school?

HINT – Be positive. Give yourself a pat on the back for achieving even parts of a goal or for achievements that were not planned.

What did I achieve last year in the community or at home?

HINT – Be positive. Give yourself a pat on the back for achieving even parts of a goal or for achievements that were not planned.

What have I learnt about me?

☛ **HINT** – Be positive and in a few words describe you e.g. confident. You can ask a friend, family member or teacher to help.

My future plans

What are my current education goals?

☛ **HINT**- Your goals can be success in a subject, being in a sports team or talking less in class. Make sure you can Measure, Achieve, Time, and Evaluate your goals.

What is my target date for each goal?

☛ **HINT** – You may want to have short, medium and long-term goals. Set realistic target dates. Make sure you give enough time to change your mind.

What are the benefits of achieving my goals?

☛ **HINT** – Consider such things as future choices and self development.

What further education and training do I need for my career choices?

☛ **HINT** – Consider what qualification is needed. Are there any subjects you must study?

Who can help me with my goals?

☛ **HINT** – Think strategically.
Use your family, friends, teachers and networks you trust to support you.

My Review

Date:

Which goals have I achieved at this stage?

☛ **HINT** – Review your plan regularly and as you reach your goals, set new ones.

	Date achieved

Which goals do I need to work at achieving?

Resources to help me

What new goals do I want to achieve?

What is my target date for each goal?

Have my career choices changed?

What subjects do I want to do next year?

My Employability Skills and Attributes:

Number your Top 3

Attributes	Top 3	Skills	Top 3
Loyal		Listen and understand	
Committed		Speak clearly	
Sensible		Read independently	
Positive		Speak or write in languages other than English	
Deal with pressure		Use maths skills	
Honest		Work as an individual	
Motivated		Work as a member of a team	
Enthusiastic		Use a range of strategies to solve problems	
A sense of humour		Use math for budgeting and financial management	
Adaptable		Managing time and meet deadlines	
Reliable		A range of basic IT skills	
Well presented		Enthusiasm for ongoing learning	

List 2 activities (in school or community) where you used these skills:
