



My Career Action Plan

Year 12 – I Apply

Date: _____

School: _____

Name: _____

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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 apply your skills and knowledge to successfully move into your preferred career.

My Profile

Personal characteristics

My current skills and abilities (Things that I can do well, e.g. listening, team work, problem-solving)	
My values (Things that are important to me, e.g. honest, hard-working)	
My interests	
My proudest achievement	
Self-assessment instruments used and results (e.g. Career Voyage)	

Educational background

Current subjects	
Subjects studied last year (and results)	
Completed certificates/statements of attainment	

My preferred learning style (check the Job Guide 'Type of Work' chart)	
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Employment/Volunteer achievements

Employer/Organisation name	Type of tasks undertaken

Community involvement

Organisation name	Type of tasks undertaken/official positions held

I have a career portfolio containing:

VASS Student Number		Certificates/Awards	
VTAC application		Reports/Transcripts	
VTAC SEAS application		Statement of Results	
VTAC Scholarship application		Workplace Learning report	
Direct entry application		Audition prepared	
Accommodation information		Art folio prepared	
List of open days to attend		Employment support contacts	
Up-to-date resume		Educational support contacts	
Sample cover letter		Tax File Number	
Three referees		Employability Skills list	
Reference letters		Careers counselling notes	

My Future

* How much do you know about different education and training options? Visit the myfuture website (www.myfuture.edu.au) and try the 'Exploring Education and Training Pathways' quiz which helps you to find out about important things to consider when deciding on education and training options.

My career choices

Choice	
Qualities required * Check the "attributes" in: myfuture: www.myfuture.edu.au Job Guide: www.jobguide.deewr.gov.au	
Duties required * Check the "skills" in: myfuture: www.myfuture.edu.au Job Guide: www.jobguide.deewr.gov.au	
Potential employers	
Employer important dates (e.g. pre-apprenticeship tests)	
Employment outlook * Check out Job Outlook: www.joboutlook.gov.au	
Education/training required (e.g. course name)	
Providers offering course	
Provider open days and important dates	
Course requirements and prerequisites	
Pathways and other options (e.g. VET provider then university)	

My Plan

★ 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 education/training and employment. For example, an education/training goal might be to hand all school work in on time, and an employment goal might be to find a part-time job.
- ★ Think about why the goals you have made are important. For example, handing all school work in on time means you are developing time management skills, and working part-time helps you to develop a school-work-life balance.
- ★ 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.

Which goals did I achieve last year?

What have I learnt about my goal setting skills?

New Education and Training Goals

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

New Employment Goals

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

Resources I need to help me

Sources of information * List career resources that you find useful, such as: myfuture: www.myfuture.edu.au Job Guide: www.jobguide.deewr.gov.au	
Who can help me (e.g. friends, family, careers practitioner, teachers, etc)	

Areas I need to develop to achieve my career choice

		Achievement Date
Attributes* (e.g. personal characteristics such as personal presentation and motivation)		
Skills* (e.g. academic skills and employability skills such as organising, learning and team work)		

* A list of attributes and skills can be found in 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/

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 applying your skills and knowledge to successfully move into your preferred career. 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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Which goals have I achieved at this stage?

My education/training goals	When I achieved them
My employment goals	When I achieved them

Which goals need further work?

Goals	People/resources to help me

Have my career choices changed from what I wrote in the 'My Career Choices' table in the 'My Future' section of this Career Action Plan? Yes No

If you answered "yes", please re-do the 'My Career Choices' table in the 'My Future' section to make sure that you are fully prepared to pursue a career in this area.

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: