



My Career Action Plan

Year 11 – I Decide

Date: _____

School: _____

Name: _____

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My Career Action Plan will help me to focus on my goals and plans for the future. It will help me to work out how I am going to achieve what I want relating to school, work and life. My Career Action Plan lets me decide what I am going to do and how I will do it.

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:

Up-to-date resume		VASS Student Number	
Sample cover letter		List of open days to attend	
Three referees		Art folio/audition preparation	
Reference letters		Employment support contacts	
Certificates/Awards		Educational support contacts	
Reports/Transcripts		Tax File Number	
Workplace learning report		Careers counselling notes	

Date:

My Future

★ How much do you know about different occupations? Visit the myfuture website (www.myfuture.edu.au) and try the 'Exploring Occupations' quiz which helps you to find out about important things to consider when deciding on an occupation.

My career choices

	First Choice	Second Choice
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		
Employment outlook ★ Check out Job Outlook: www.joboutlook.gov.au		
Education/training required (e.g. course name)		
Providers offering course		
Course requirements and prerequisites		
Pathways and other options (e.g. VET provider then university)		

★ How much do you know about the different things you can do after finishing school?

- Visit the Year 12 What Next? website (www.year12whatnext.gov.au) containing information to help you plan your post-school education and training, learn about future work opportunities and find out where to go to get help and information.
- Visit the myfuture website (www.myfuture.edu.au) containing current career information, articles and links to thousands of resources to assist you on your career journey.
- Visit the Job Guide website (www.jobguide.deewr.gov.au) containing hundreds of occupational profiles.
- Visit the Careers Bullseye posters website (www.deewr.gov.au/Schooling/CareersandTransitions/CareerDevelopment/Resources/Pages/CareerBullseyeposters.aspx) containing information to help you identify occupations that link with subjects studied at school and indicate what level of education and training is required.

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)	
Open days I will visit (including date, location and time as identified on VTAC website)	

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/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 deciding what you are going to do and how you will do it. 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

What new goals do I want to achieve?

New education/training goals	When I want to achieve them
New employment goals	When I want to achieve them

★ Look over what you wrote in “My Career Choices” in the “My Future” 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 do next year to prepare for this career, including learning new skills and taking certain subjects

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: