



# My Career Action Plan

Year 7 – I Discover

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 discover your strengths and interests.

## My Profile

### My name

\* Include your full name and nickname

### My family

\* List your family members

### My community

\* For example, cultural group or religion

### Three positive words that describe me

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

### My proudest achievement

\* An achievement is something you have done successfully.

### Two people who are important to me

\* An important person is someone you can trust.

### 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 computer 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.

### School subjects that I like and why I like them

### Things that make learning easier

# 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. 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 meet a goal throughout the year, set another new one for yourself – maybe a more challenging one.



- ★ Think about goals that relate to school and life. For example, a school goal might be to read 15 books this year, and a life goal might be to go for a bike ride at least 4 times a week.
- ★ Think about why the goals you have made are important. For example, reading 15 books will help you to do well at school, and riding your bike at least 4 times a week 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? |
|------------------|-----------------------|
|                  |                       |
|                  |                       |

★ How much do you know about careers? Visit the myfuture website ([www.myfuture.edu.au](http://www.myfuture.edu.au)) and try the 'Mini Career Quiz' which helps you to understand what a "career" means.

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 discovering 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.



| 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 |
|-----------------------------|------------------|
|                             |                  |

|  |                    |
|--|--------------------|
| <b>Comments from parents, family members, community members, carers, guardians or other trusted adults</b> | Date:<br>Comments: |
| <b>Comments from teachers, careers practitioners or other school staff</b>                                 | Date:<br>Comments: |