



My Career Action Plan

Year 10 – I Plan

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 plan for different options relating to your career goals and plans.

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 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 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.

Subjects I am studying this year

Subjects I plan to study next year

★ How much do you know about getting a job? Visit the myfuture website (www.myfuture.edu.au) and try the 'Getting that Job' quiz which helps you to prepare for getting a job.

Occupations I am interested in

Work experience plans

Paid or volunteer work I have done

Two employment referees

★ You already have a range of positive aspects about your personality and things you can do which will help you to do well at school and work. In the tables below, tick the top three attributes that best describe you and tick the top three employability skills you do best.

Attributes*	Top 5
Loyalty	
Commitment	
Honesty and integrity	
Enthusiasm	
Reliability	
Personal presentation	
Commonsense	
Positive self-esteem	
Sense of humour	
Balanced attitude to work and home life	
Ability to deal with pressure	
Motivation	
Adaptability	

Employability Skills*	Top 5
Communication	
Team work	
Problem-solving	
Initiation and enterprise	
Planning and organising	
Self-management	
Learning	
Technology	

* The Employability Skills Framework was 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/

I have a commenced a career portfolio containing:

Up-to-date resume	
Sample cover letter	
Three referees	
Employability Skills list	
Scholarships/Support	
Careers counselling notes	
Tax File Number	

Certificates/Awards	
Reports/Transcripts	
Work experience report	
Reference letters	
Art folio/audition preparation	
List of open days to attend	
safe@work certificate	

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.

My goal or achievement from last year	What I actually did	How I felt after I did it

★ 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 most important thing I learnt about myself last year	How knowing this will change my goals

My Goals and Plans

Career choice	Personal requirements ★ Check the Job Guide.	Education and training ★ Check the Job Guide.

★ 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 education/training and employment. For example, an education/training goal might be to start a school-based apprenticeship, and an employment goal might be to do work experience in an area you are interested in.
- ★ Think about why the goals you have made are important. For example, starting an apprenticeship means you can still get a secondary school qualification while training for employment, and doing work experience in an area you are interested in may lead to being offered a job that you would love to do.
- ★ 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.

Education and Training Goals

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

Employment Goals

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?

★ 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. For example, following instructions, working in a team with others, being organised, and using technology are all examples of work-related skills.

Work-related skill I need	How I am developing it

Subjects in Year 11 that I need to do to achieve my education/training and employment goals (including VCE, VCAL and VETiS)

School Based Apprenticeship or Traineeship I need to do to achieve my education/training and employment goals

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 planning for different options relating to your career goals and plans. 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.



Education/training goals I have achieved so far	When I achieved them

Employment 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 education/training goals I want to achieve	Achievement date

New employment goals I want to achieve	Achievement date

★ 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	When 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: Comments:
Comments from teachers, careers practitioners or other school staff	Date: Comments: