

Career Plan Template

This template will be used to provide students who seek career counselling service

Name of the Career Counsellor:	
Position :	
Name of the Student:	
Course Title:	
Date:	

Self-Assessment			
<i>Complete the following table by writing 2-6 keywords in each section below; the Welfare Support Officer will use this information to help plan your career by evaluating and understanding your aspirations, strengths, interests, drivers and other influences:</i>			
Interests	Strengths	Weaknesses	Motivation

Development Opportunities

While assessing yourself, have you identified particular skills or areas of knowledge you wish to develop. If yes, please name them below:

Education			
<i>Please provide your previous education details</i>			
Year of Study	Year of Completion	Name of the course of study	Name and place of Institute

Employment		
<i>Please provide your previous employment details (if any)</i>		
Period of Employment	Name of the Organisation	Position and responsibilities

Career Path
<i>Identify whether you want to pursue employment or individual career path; explore the possible career pathways that are open and accessible to you</i>

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My Goals		
<i>Describe your short, medium and long term career aspirations. What roles you would like to have in the future and job experiences you would like to focus on.</i>		
3 to 6 months	6 to 12 months	Beyond 12 months
Long-term Goals		
Personal Goals		

Agreed Action Plan	Timeline
<i>Develop an action plan utilising students existing education, skills, work experience (if any) and GHEA WIL opportunities to demonstrate your ability to potential employers</i>	

(Office use only)

Designated Career Counsellor		
Name of the Staff	Designation	Contact Details

Next Review Date:

Career Counsellor sign-off

Name:

Position:

Date:

Student sign-off

Name:

Position:

Date