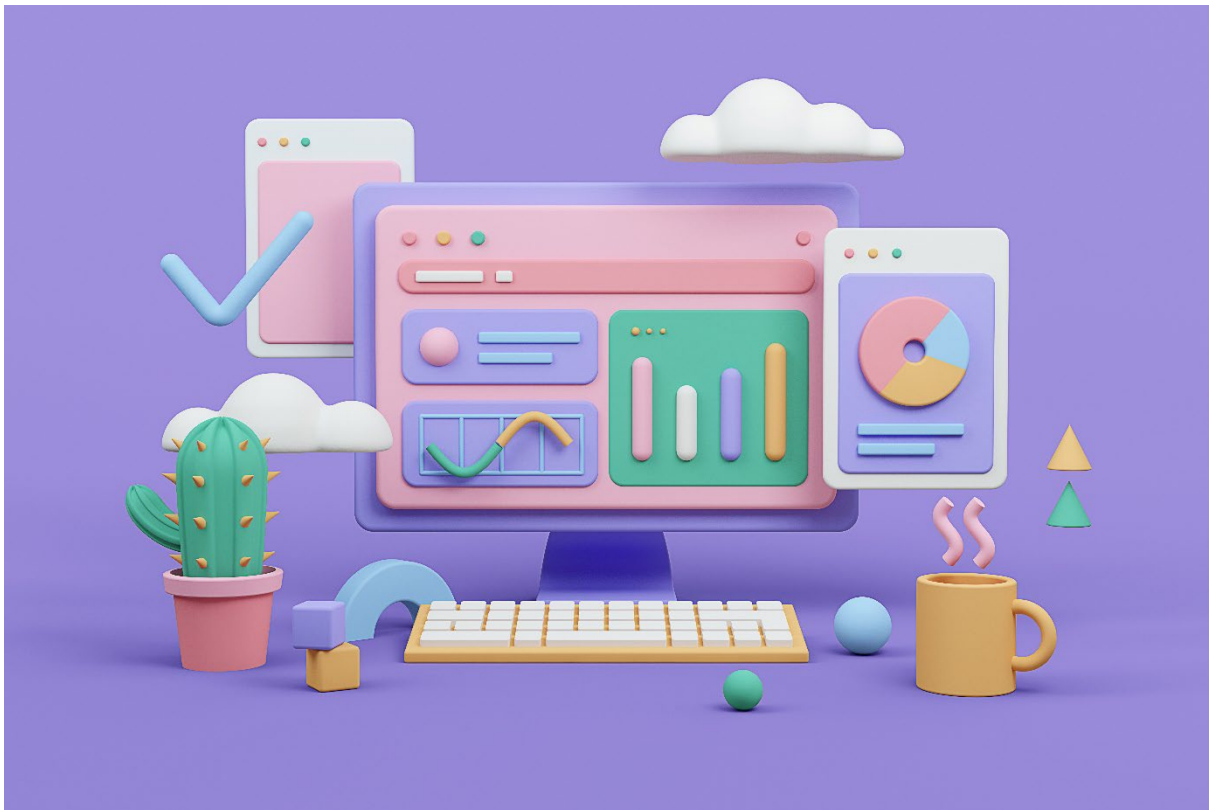


# VU22788

## Develop an action plan for career planning workbook



**Name:**



# This workbook covers

## VU22788 – Develop an action plan for career planning

1. Prepare a personal skills profile
2. Identify potential areas of interest for work or further training
3. Prepare a personal action plan to support pathways to employment or further training
4. Prepare a current portfolio to showcase individual skills

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## Contents

- Section 1 – What are your skills?
- Section 2 – Potential jobs, training and pathways
- Section 3 – Create an action plan
- Section 4 – Create your portfolio

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## Icons



**Read** – Read the information



**Talk** – Discuss this



**Think** - What does this mean to you?



**Do** – Hands on activity



**Checkpoint** – Are you ready for assessment?

## Section 1

# What are your skills?

In this section you will learn about:

- ❑ Interests that can help you get a job
- ❑ Skills you can gain formally and informally
- ❑ Links between skills and potential jobs with support people
- ❑ How your skills transfer to different jobs



### What are your interests?

Interests are subjects that draw your energy and enthusiasm. This includes hobbies, school subjects, recreation, leisure activities and after school activities and topics you enjoy!

Here are a few ideas:

drone-flying fashion horseback-riding  
shopping collecting computers cosplay meditation  
nature baking writing driving karate  
camping yoga crafts piano guitar travel animals  
cooking chess volunteering music swimming nightlife  
diy running football gaming astronomy  
painting art basketball dance  
drawing soccer reading birdwatching  
robotics design cars gardening coding  
skateboarding model-building board-games film  
hiking skating



**Activity 1.1 - From the above list (or your own experience), what is one interest you have?**

## What are your skills?



When putting together your resume, one section is often dedicated to describing your **skills**. The skills you choose to highlight when applying for a job helps employers understand your abilities and the traits that define your work ethic.

When you start to write your resume, it's a good idea to think about the different types of **skills** that employers value.

## Why is it important to list skills on your resume?



Listing skills on your resume is important because it enables employers to understand if you are the best candidate for a job. Employers also want to know you have the basic skills you need to perform the core duties of the role. Beyond the basic skills, your other talents set you apart from other candidates. You might have extra skills the employer is looking for!

When choosing your skills to put on your resume, think about the skills you have that would benefit the employer.

### Example:

If you want a job working in fast food service, listing cooking as a skill would be beneficial for the employer.

If you want a job in IT or administration, listing skills in Microsoft Word and Microsoft Excel would be beneficial for the employer.

## Hard skills vs soft skills



Hard skills and soft skills are two types of skills that employers look for.

Hard skills are job specific abilities learned through hands-on experience, education and training such as Microsoft Office, Adobe Creative Suite, how to use a certain machine, software or other tool.

For example:

- If you've worked in food service or retail, you may know how to use a point-of-sale system.
- If you have taken an accounting class, you may know how to use Microsoft Excel.
- If you've studied a foreign language, you may be able to speak it fluently.

Soft skills are often seen more as personality traits you spend your life developing. These include things like time management, communication skills, empathy, active listening, integrity, attention to detail.

## Activity 1.2



Match the skills to the right category.

**Microsoft PowerPoint**

**Soft Skill**

**Empathy**

**Hard Skill**

**Financial Planning**

**Soft Skill**

**Self-Motivation**

**Hard Skill**



### Activity 1.3 – Skills Word Search



Find and circle each of the words from the list below. Words may appear forwards or backwards, horizontally, vertically or diagonally in the grid.



Conflict Resolution   Time Management   Customer Service   Foreign Languages  
Public Speaking   Communication   Creativity   Problem Solving   Active Listening  
Social Media   Microsoft Excel   Team Player   Microsoft Word   Perseverance  
Initiative   Empathy   Focus   Adaptability   Writing

### Activity 1.4 - My Skills



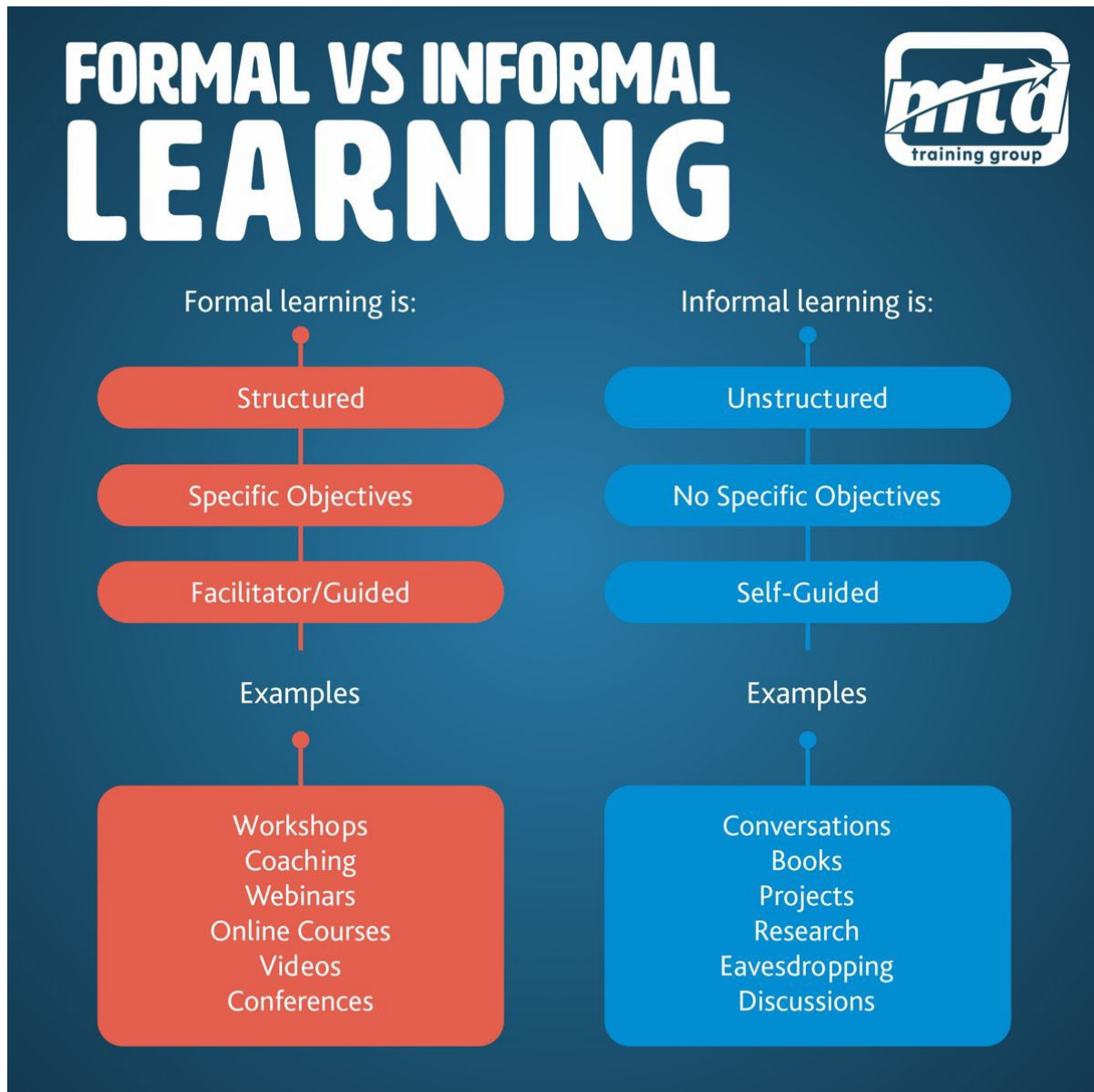
What is one hard skill I have? \_\_\_\_\_

What is one soft skill I have? \_\_\_\_\_

## Informal and Formal learning



When learning new skills there are two main ways you will learn, either formally or informally as listed below:





# Difference Between Formal and Informal Training

## Formal Training

## Informal Training

Has proper structure and schedule



Happens spontaneously

Driven by an instructor



Driven by the learner's needs and curiosity

Often includes assessments



No assessments

Routine learning



On-demand learning

Specific time set apart for training



No specific time set apart for training

Predetermined learning curriculum



Self-directed learning



## Activity 1.5



Match the training to the right category.

**Conversations**

**Formal Learning**

**Face to Face Workshop**

**Informal Learning**

**Reading Books**

**Formal Learning**

**Conference**

**Informal Learning**

## Identifying strengths and weaknesses



When thinking about careers that fit your needs, think about what you are good at. Do you like helping people? Then perhaps a career in health care might work for you. Love cars? Think about a career in the automotive industries.

Having weaknesses isn't a bad thing, if you can identify the things you need to improve on and work on them, you will be more employable!

In addition, if you don't have the skills needed to get the job you want straight away – don't worry! Make a note of what skills you need and see if there are ways you can gain those skills through undertaking activities like volunteering.

### **Example:**

**Problem: You would like a job in media but have no experience.**

**Solution: Try volunteering or doing work experience for a media company, then you can learn new skills on the job and put those on your resume!**

## Activity 1.6



What do you feel your strengths might be?

What areas would you like to improve on?

Some ideas to think about might be creativity, being good with your hands, being good at numbers, helping people, good listener

**My biggest strength is:** \_\_\_\_\_

**One area I can improve on is:** \_\_\_\_\_

## Career Focused Personality Tests



Doing personality tests are a great way to get insight into your personality and help clarify what kinds of careers you might be best suited to. There are many personality tests online – here is one to try below!

## Activity 1.7



Using your computer, navigate to [16personalities.com](https://16personalities.com) and fill out the personality test. Once you have completed the test, read your results and answer the following questions:

**What is your personality type?** \_\_\_\_\_

**Read the “career paths” section below - do you agree with the suggestions? Why or why not?**

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# THE BEST CAREERS FOR YOUR PERSONALITY TYPE

Did you know that your personality type can determine which career you'll be happy with? You can't deny who you are, but you can find a career that suits your nature. Are you a visionary leader, or a humble helper? A logical analyst or a free-spirited artist? No matter your type, there's an ideal career out there for you.



## THE FOUR DIMENSIONS OF PERSONALITY TYPE

### ENERGY STYLE



Extraverts like working with other people, on teams, and in busy spaces.  
Introverts like working independently or in small groups, in calm, quiet spaces.



### THINKING STYLE



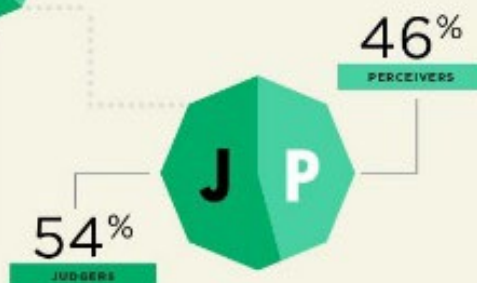
Sensors like working with concrete things like people, data, and machines.  
Intuitives like working with abstract things like theories, ideas, and possibilities.



### VALUES STYLE



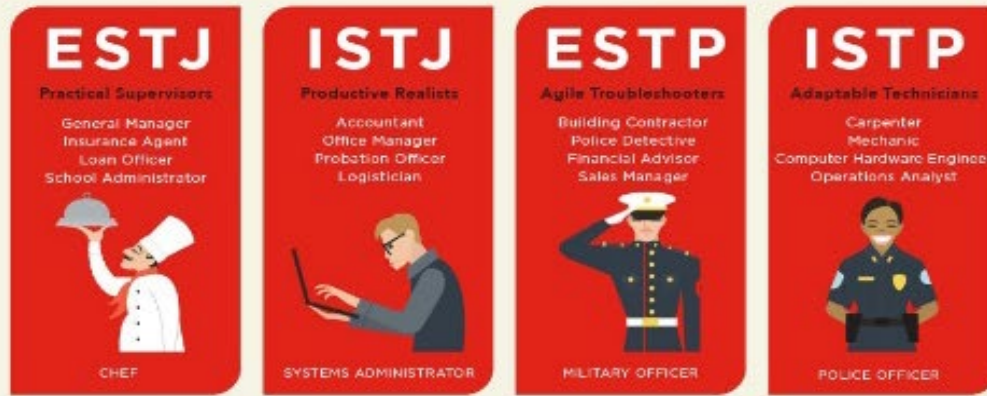
Thinkers want work that uses their intelligence and lets them excel.  
Feelers want work that reflects their values and helps other people.



### LIFE STYLE



Judgers like organization and a structured, orderly workplace.  
Perceivers like flexibility and freedom, and don't mind a little bit of chaos.



### CARETAKERS

Caretakers love their work when they can do practical things to help other people.



### THEORISTS

Theorists love their work when they can come up with innovative new ideas and inventions.



### EMPATHS

Empaths love their work when they can improve people's lives and make the world a more beautiful place.





## Areas of employment.



### Australian job vacancy rate by industry Share of available jobs vacant (%), September quarter 2023



Source: Australian Bureau of Statistics

indeed

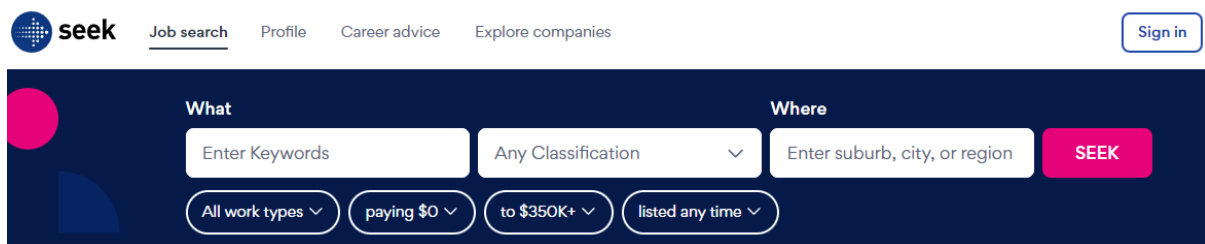
## Where do you find jobs?



There are many ways to find jobs. The three main ways are through word of mouth, job websites and posters/notices outside businesses.

Major websites you can use to search for jobs include:

- **SEEK** - Australia's largest employment site, featuring over 90,000 jobs, job emails and career tools.
- **LinkedIn** - the main social media site for creating professional connections, you can set up a profile to promote your skills and search for opportunities that match your profile.
- **CareerOne** - publishes many jobs listings Australia wide and includes job alerts, resume tips, interview advice and training.
- **Indeed** - the world's most popular job search site and one of the most popular job search sites in Australia.



The screenshot shows the SEEK website's search interface. At the top, there's a navigation bar with the SEEK logo, links for 'Job search', 'Profile', 'Career advice', and 'Explore companies', and a 'Sign in' button. Below this is a large search bar area. It has two main sections: 'What' and 'Where'. The 'What' section includes a text input for 'Enter Keywords', a dropdown for 'Any Classification', and several filter buttons: 'All work types', 'paying \$0', 'to \$350K+', and 'listed any time'. The 'Where' section has a text input for 'Enter suburb, city, or region' and a prominent pink 'SEEK' button.



### Activity 1.8: Research job skills.

Using your computer, navigate to [seek.com](https://www.seek.com) and in the search bar, type in a job you would like to research. Type in the location as Brisbane and hit “seek”.

**What is one job you found that you liked?** E.g. retail assistant

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**What skills do you have that would help you get a job in this field?** E.g. good listener, like talking to people, show initiative

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## Support people



There are many support people who can help you gain employment and give you advice on career opportunities. Some include:

- Principals
- Teachers
- Careers officers
- Employment Plus workers

## How your skills transfer to different jobs



### Activity 1.9: Jobs table

Think about three different job roles you could do and the skills you have help you get a job in the field.

Job role e.g. mechanic	Skills I have that links with that job e.g. good with hands

## Summary

**In this section you learned about:**

- ☐ Interests that can help you get a job
- ☐ Skills you can gain formally and informally
- ☐ Links between skills and potential jobs with support people
- ☐ How your skills transfer to different jobs



ASSESSMENT - EPPROD1 – Section 1	
Name	
<b>Personal Skills Profile</b>	
<b>What are your interests?</b>	
1	
2	
3	
4	
<b>What are your skills?</b>	<b>How did you learn?</b>
	<input type="checkbox"/> Formal <input type="checkbox"/> Informal
	<input type="checkbox"/> Formal <input type="checkbox"/> Informal
	<input type="checkbox"/> Formal <input type="checkbox"/> Informal
	<input type="checkbox"/> Formal <input type="checkbox"/> Informal
<b>What skills are your strengths?</b> (What are things you are good at?)	
1	
2	
<b>What skills are your weakness?</b> (What are things that you could improve?)	
1	

2	
<b>Employment</b>	
<b>What are some potential areas of employment</b> e.g. nursing	<b>Your skill that links to this job</b> e.g. helping people
Job 1	
Job 2	
<b>Job hyperlinks – Copy from Seek and paste below or write below.</b>	
Job 1	
Job 2	
<b>Who is a support person who has helped you search for jobs?</b> e.g. teacher, ESO	
<b>How will your skills transfer to different jobs?</b> E.g. being a <b>good listener</b> would help me as a <b>retail assistant</b>	
1	
2	

-----END-----

## Section 2

# Potential jobs, training and pathways




In this section you will learn about:




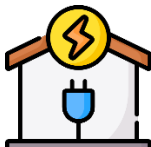


- Potential jobs to match your skills and interests
- Training and skills needed for future jobs
- Training programs to build skills, interests and abilities
- Pathways to your future job including future training


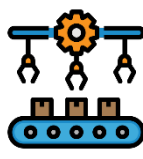









### Employment industries

Here are the different employment industries you can work for, according to the Australian Bureau of Statistics (ABS).

<b>Accommodation and Food Services</b> 	<p>For café, restaurant, pub, takeaway, bar, hotel and motel owners.</p> <p><b>Potential jobs:</b> barista, chef, bartender, waiter, kitchenhand, café and restaurant manager</p>
<b>Administration and Support Services</b> 	<p>For businesses including office administration, employment agencies, call centre, cleaning, travel arranging, pest control, gardener, debt collection.</p> <p><b>Potential jobs:</b> call centre worker, receptionist, travel consultant, gardener, event organiser</p>
<b>Agriculture, Forestry and Fishing</b> 	<p>Includes businesses in farming, hunting, fishing and growers, plantation harvesting and nurseries.</p> <p><b>Potential jobs:</b> farmer, vegetable picker, nursery worker, meat packer dairy farm hand, fisherman.</p>

<b>Arts and Recreation Services</b> 	<p>For businesses such as artists, musicians, cultural venues, sporting clubs, racing venues and casinos.</p> <p><b>Potential jobs:</b> musician, actor, TV presenter, museum guide</p>
<b>Construction</b> 	<p>Includes businesses constructing building and infrastructure such as roads, powerlines and railways.</p> <p><b>Potential jobs:</b> bricklayer, carpenter, foreman, safety manager, project engineer, concrete cutter, pipelayer</p>
<b>Education and Training</b> 	<p>Includes training and education providers, tutoring businesses, online education businesses, preschools.</p> <p><b>Potential jobs:</b> primary and high school teacher, university lecturer, TAFE teacher, teacher's aide</p>
<b>Electricity, Gas, Water and Waste Services</b> 	<p>Includes electricity generation and distribution, gas supply, water storage and treatment, sewerage and waste collection, treatment and disposal.</p> <p><b>Potential jobs:</b> electrician, sewerage worker, recycling collector, water plant operator</p>
<b>Financial and Insurance Services</b> 	<p>For businesses such as financial planners, stockbrokers and insurance providers</p> <p><b>Potential jobs:</b> financial planner, insurance salesperson, stockbroker, bank worker, loans officer</p>
<b>Health Care and Social Assistance</b> 	<p>For medical services, aged and residential care services, childcare and disability assistance services.</p> <p><b>Potential jobs:</b> doctor, aged and disability care worker, nurse, dentist, childcare, paramedic, allied health, medical receptionist, physiotherapists.</p>

<b>Information Media and Telecommunications</b>  	<p>Includes businesses in publishing, software, radio, film, web hosting, TV, telecommunications, sound recording, libraries, web searching.</p> <p><b>Potential jobs:</b> media producer, radio announcer, sales and marketing manager, graphic designer, videographer, newspaper editor, advertising sales.</p>
<b>Manufacturing</b>  	<p>Includes businesses producing food, furniture, clothing/footwear, wood, metal/plastics.</p> <p><b>Potential jobs:</b> metal fabricator, cabinetmaker, store person, bakers, pastrycooks, factory worker, welder.</p>
<b>Mining</b>  	<p>For businesses engaged in coal or metal ore mining, oil and gas extraction and other mining support.</p> <p><b>Potential jobs:</b> dump truck operator, geologist, environmental officer, driller, miner, machinist.</p>
<b>Other Services</b>  	<p>Includes industries not mentioned such as hairdressing, beauty, diet and weight reduction, funeral homes, auto repair, religious services</p> <p><b>Potential jobs:</b> hairdresser, beautician, funeral director, pastor, motor mechanic, fitness instructor.</p>
<b>Professional, Scientific and Technical Services</b>  	<p>Includes businesses such as accountants, scientists, lawyers, vets, photographers, engineers, marketing specialists, architects, computer system designers.</p> <p><b>Potential jobs:</b> accountant, lawyer, vet, software programmer, ICT manager, social media manager.</p>
<b>Public Administration and Safety</b>  	<p>Includes police, emergency services, fire protection, correctional and detention services, border control. Also includes all government and council jobs.</p> <p><b>Potential jobs:</b> police officer, firefighter, corrections officer, security officer, intelligence analysts.</p>

<b>Rental, Hiring and Real Estate Services</b> 	<p>Includes real estate agents, hire car businesses and other businesses hiring goods.</p> <p><b>Potential jobs:</b> real estate agents, taxi drivers, auctioneer, land valuer, furniture hire salesperson.</p>
<b>Transport, Postal and Warehousing</b> 	<p>Includes taxis, car hire, warehousing, storage, scenic transport, postal services, transporting by rail/air/water.</p> <p><b>Potential jobs:</b> delivery drivers, courier, bus driver, forklift driver, purchasing clerk, supply manager.</p>
<b>Wholesale and Retail trade</b> 	<p>Includes business who sell in shops, online and by commission including electronic, furniture, houseware, clothing, footwear, motor vehicles, hardware, food.</p> <p><b>Potential jobs:</b> sales assistants, checkout operators, shelf fillers, pharmacy sales assistants, motor vehicle salespersons, retail supervisor, office cashier</p>

For a more detailed list of jobs within each industry, visit

<https://www.jobsandskills.gov.au/data/labour-market-insights/industries>

## Activity 2.1



Which industry (above) matches your interests and skills?

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Within that industry, what is one potential job you would like to do?

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## Education, training and skills building.



To get into the job you want, often you will need tertiary study to get the skills you need to do the job. Tertiary study is split into two categories – **higher education** and **vocational education (VET)**.

If you know what industry you are interested in, think about the type of job you'd like to do and then work backwards to find the right course for you.

### Difference between higher education and VET

	Higher Education	VET
<b>Course types</b> 	Undergraduate and postgraduate degrees e.g. Bachelor of Arts	Certificate I, II, III, IV and Diploma e.g. Diploma of Music
<b>Time</b> 	Undergraduate degrees are usually 3 to 5 years full time. Postgraduate study is 1-3 years full time.	6 months to 3 years depending on the course.
<b>Entry requirements</b> 	Requirements vary, but typically you will need an ATAR, prior university study (e.g. Cert III or IV) or a bridging program like Tertiary Preparation Pathways (TPP)	Sufficient English literacy and numeracy requirements e.g. BKSB. For diploma, you will usually need to hold a Cert IV, year 12 qualification or relevant experience
<b>Cost</b> 	\$20K – \$45K (more for medical)	Fee free TAFE - \$0 – 30K full price.
<b>Loans</b> 	CSP subsidies HELP loans	Free TAFE scheme VSL loans
<b>Best for</b> 	People who want to work in fields that require a degree to be accredited (e.g. lawyers, doctors, teachers)	People who want to gain specific practical skills for the workplace. Use a VET qualification to get into higher education.



## Apprenticeships and Traineeships.



Apprenticeships and traineeships combine work with study, so you can earn while you learn.

School based apprenticeships and traineeships allow high school students in years 10, 11 and 12 to earn a wage and train towards a qualification and study towards their QCE at the same time.

School based apprenticeships and traineeships usually take 2-5 years to complete and often take twice as long as regular apprenticeships and traineeships because school-based apprentices and trainees work fewer hours. You are required to work at least 7.5 hours per week, averaged over every 3 months for every 12 months of your training contract.

## Skills building



Apart from vocational education, which is primarily about practical skills building, there are other ways to gain new skills **that align to your interests and abilities.**

They include:

- Online courses e.g. LinkedIn Learning
- Workshops/networking/conferences
- Coaching/mentoring
- Joining online forums
- Reading books and articles
- Volunteering

## Skills requirements needed for employment



When looking at potential jobs you want to apply for, the position description/job requirements will list the ideal skills the employer wants from the candidate. This is in addition to qualifications required for the role.

For example, a childcare worker position may require a Certificate III in Early Childhood Education & Care but will also require communication and time management skills. The best way to find what skills to add to your resume is to research and read potential jobs, review the skills listed and add the skills that you also have to your resume.

## Activity 2.2 - Skills Research – Potential Jobs



Navigate to Seek on your computer, type a potential job you would like to apply for in the search bar and hit “Seek”. Review the education, training and skills requirements listed in the job description.

What is the education, training and major skills requirements listed in the job description? Write down the qualifications and list three skills.

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## Activity 2.3 - Skills Research – Training Programs



Thinking overall about your skills and interests, write down **one training program** that you are interested in. It can be higher education, VET or a short course like CPR or White Card.

To help you find courses, log onto [arethusapathways.com.au](http://arethusapathways.com.au), navigate to **Post School Options** to search for courses for both university and TAFE.

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## Pathways into jobs



There are many pathways to get the job you want, meaning it may take you several steps to get your ultimate goal.

For example, many vocational Certificate courses, step up from an entry level course e.g. Cert II in Health Support Services to Cert III, IV to a more advanced Diploma level course e.g. Diploma of Nursing. This Diploma can then be used to give you one year of credit into a Bachelor of Nursing at a university.

Vocational study is one major way to get a pathway into university study.

The benefit of learning an entry level course such as a Certificate II is that it introduces you the career/industry and gives you basic skills that you can build upon with each subsequent Certificate e.g. Cert III Health Services Assistance.

With each higher qualification you complete, the more jobs you will be able to apply for.

### Example:

**A Certificate III in Health Services Assistance is the entry level qualification to apply for a client care and support worker position.**

**This means if your end goal is becoming a nurse, you can get employment in the industry you want to work in, while studying for the position you ultimately want e.g. nursing.**

**You will also make contacts within the industry which makes you more employable once you have finished studying.**

## University pathways



There are many ways you can get into university even if you don't get the ATAR required for direct entry. These include:

**VET courses** – Many universities consider completed VET qualifications (e.g. Cert III) as a way to get entry into many courses. Depending on the university, a rank may be applied to your Certificate, which may have an equivalent ATAR rank.

**Tertiary Preparation Pathway** – Tertiary Preparation Pathways (TPP) are a bridging program offered by many universities that allow you to experience university life before jumping into a full degree. They help you with essential study skills like critical reading, assignment writing and referencing. They can also build your knowledge and confidence in the subject areas you'll need for your degree, like science, business or maths. They are often free.

## **Apprenticeship and Traineeship Pathways**



Apprenticeships and traineeships are a great pathway to achieving your end goal of working in your chosen career, as you get to earn and study at the same time.

### **Example:**

**A traineeship in hospitality will see you receive a Certificate III in Hospitality while you are working.**

**Many employers will want to retain you as an employee once your traineeship/apprenticeship is over as you have already been trained to the requirements of the business.**

## **Volunteering and Work Experience Pathways**



Work Experience and volunteering opportunities are great pathways into careers that can be competitive to get into. Work experience and volunteering also has the benefit of giving you valuable contacts within the industry and potential referees you can call on when applying for the job you want. Also, through volunteering, you will learn skills on the job you can add to your resume.

### **Example:**

**Queensland Fire and Emergency Services have a “volunteer to career” pathway where they support you and connect you with mentors to help you write applications and prepare for interviews when you volunteer with them.**

**<https://www.qfes.qld.gov.au/join-our-team/rural-fire-service-volunteer/Volunteer-to-Career>**

## Activity 2.4 – Pathways



What is a potential pathway into your chosen job? What further training do you need to get the role you are after?

For example: “I want to get into nursing, so I will do a Cert II in Health Support Services, then apply for a Diploma in Nursing through TAFE, then do a bachelor’s degree in nursing afterwards.

Write down your education/training pathway below:

**I want to get into \_\_\_\_\_(career)**

**I need to study/learn/volunteer with/do apprenticeship/  
traineeship with:**

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## Summary

**In this section you learned about:**

- ☐ **Potential jobs to match your skills and interests**
- ☐ **Training and skills needed for future jobs**
- ☐ **Training programs to build skills, interests and abilities**
- ☐ **Pathways to your future job including future training**

ASSESSMENT - EPPROD1 – Section 2	
Preferred industry	
Name	
What is <u>one</u> industry that matches your interest and skills?	
1	
Describe how this industry matches with your interest and skills?	
Identify at least two potential jobs in that industry	
1	
2	
Identify any education, training and skill requirements for at least <u>one</u> of the above jobs.	
Education/Training requirements:	
Skill requirements:	

**Identify and examine at least two training programs  
appropriate to your skills and interests**

Training Program 1:

Training Program 2:

How do these training programs link with your skills and interests?

**Identify at least two pathways into chosen jobs and any further  
training and experience necessary.**

Pathway 1:

Pathway 2:

-----END-----



## Section 3

# Create an action plan

In this section you will learn about:

- What information to include in your action plan
- Gathering and organising information for your action plan
- Creating your plan and getting feedback
- Updating your action plan after feedback
- Maintaining and updating your action plan



### Creating a personal action plan

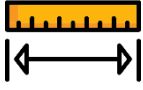

In this section, you will create a personal action plan that includes:

- Short term and long-term goals
- Learning strategies
- Steps to achieve goals
- Two-year timeline including goals and milestones
- Sources of information and support

You will then review your plan with your trainer, adjust it and submit.

### Writing S.M.A.R.T goals

 <b>Specific</b> Who? What? Where?  Use details while keeping the goal clear and succinct. What will you do?  	 <b>Measurable</b> From? To?  Identify evidence for when you reach the goal. How will you know?  	 <b>Attainable</b> How?  Make sure you are able to put the goal into action. Can you achieve it?  	 <b>Relevant</b> Why? Worthwhile?  The goal should meet personal interests, skills, and resources. Is it relatable?  	 <b>Timely</b> When?  Create a time frame for accomplishing the goal. What is the deadline?  
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<b>Specific</b> 	<p>What goal are you trying to accomplish and why? Keep your goal to a single area. Instead of trying to “be a better person”, try focusing on your listening skills or positive self-talk.</p>
<b>Measurable</b> 	<p>How do you know when you’ve accomplished your mission? Make sure your goal is explicit, for example saving a specific amount of money or completing a certification in something.</p>
<b>Attainable</b> (Achievable) 	<p>The goal needs to be realistic. Do you have the resources and time to accomplish your goal? What action will you put in place so you can achieve your goal?</p>
<b>Relevant</b> 	<p>How does this goal help you? Does it move you in the direction of your values, dreams and ambitions?</p>
<b>Timely</b> 	<p>Time based goals create urgency and so you can manage your time better to achieve your goals. Due dates help you pace your efforts.</p>

### Example: SMART goal for writing a book.

- **Specific:** I have an idea for a story, and I want to turn it into a novel.
- **Measurable:** It should be at least 50,000 words long, and I want to spend at least one hour each day working on it.
- **Attainable:** I’m in school but I have the holidays off, so I have more time for this project during the holidays. I love reading and writing, so I know what I like to read in stories and what kind of stories I’d like to read.
- **Relevant:** Reading and writing have always been a passion of mine, which motivates me to become an author myself.
- **Time-bound:** I’ll start writing in the first week of June school holidays and finish my first draft by the end of December.

## Short term goals



Short term goals are goals that you can achieve in a short period of time such as **few weeks or months (up to a year)**.

Short term goals for learning so you achieve a career in your chosen industry include:

- Completing a First Aid/CPR course
- Complete a White Card course
- Read a specific book in an area you are interested in by a certain date
- Do work experience in your chosen field e.g. local café.
- Do a Certificate II in your subject of choice.
- Create a video portfolio to submit to a local media production company
- Learn a specific piece of software e.g. Microsoft Excel

## Long term goals



Long term goals are goals that you can achieve in a longer period such as a **year to 5 years**.

Long term goals for learning so you achieve a career in your chosen industry include:

- Complete an apprenticeship or traineeship in your chosen industry
- Go to university and finish your chosen course
- Win a scholarship or award in your chosen field
- Achieve a specific ATAR (if you are in Year 11 or younger)

## Activity 3.1 – Short- and long-term goals



What is one **short term** goal to support your career ambitions?

---

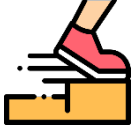


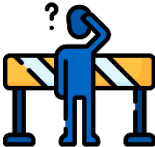

What is one **long term** goal to support your career ambitions?



---

## Learning strategies



There are many learning strategies you can use to help support your learning goals. They include:

<b>Breaking down the steps</b> 	<p>If your goal feels like a mountain, breaking it down into smaller steps with deadlines can help. Making a timeline or goal ladder can help.</p> <p>Try starting at the end and working backwards and do the harder tasks first.</p>
<b>Brainstorming ideas</b> 	<p>To help you find solutions on how to reach your goals, brainstorming ideas can help you find multiple ways to reach your goals.</p> <p>Give yourself permission to write as many ideas as you can without judging or criticising them.</p>
<b>Visualisation</b> 	<p>Make your goals visible. Make a collage, write your goals down and stick them on the fridge.</p> <p>Visualise your goal in your head – how do you look, what is your life like once you have achieved your goal?</p>
<b>Identify obstacles</b> 	<p>Be realistic in that you will face challenges along the way. Make a note of what these challenges are and what you will do when or if you face them.</p> <p>For example, if being on time to catch the bus is an obstacle, set a timer on your phone so you know when to leave.</p>
<b>Manage your stress</b> 	<p>It can be easy to obsess over trying to achieve your goals so living a balanced life is important.</p> <p>Practice lots of self-care such as taking walks, listening to music, going swimming or some activity that brings you joy and happiness.</p>

<p><b>Find a coach or mentor</b></p> 	<p>Getting feedback from someone with more experience can help you when you get stuck on an aspect of your learning journey.</p> <p>This can be a teacher, industry mentor or another student who is on the same career path as you.</p>
<p><b>Use time tracker apps</b></p> 	<p>One great way to keep you on task is to use the Pomodoro technique. This is a timed app where you study hard for 25 minutes (or one pomodoro) then take a break. Then do another 25 minutes then have another break.</p> <p><a href="https://www.tomatotimers.com/">https://www.tomatotimers.com/</a></p>

## Steps to achieve goals



**Step 1:** Identify your main **goal** – keep it simple and to the point.

**Step 2:** Break down your goal into **steps**. Too few steps and it might be overwhelming with too many parts lumped together. Too many and it could be hard to hit your target. Five to right steps is usually enough!

**Step 3:** Once you have got your list of **steps** together, think about the timeframe it would take to complete them. Now, you have **milestones with deadlines**.

**Step 4:** Plan out a two-year timeline, with your **goals** and **milestones** attached to achieve your career ambitions!

### Example: 5 Steps to learning a new language

- 1) Identify a new language to learn
- 2) Choose a medium to learn – online classes, Babble, Duolingo
- 3) Start doing lessons, learn common words, practice speaking
- 4) Practice speaking with a native speaker
- 5) Engage with the culture and plan your trip to that country!

## Activity 3.2 – 5 Step Plan



### Activity 3.3 - Write a 5-step plan for a career goal of choice!

1	
2	
3	
4	
5	

## Two Year Timeline



Timelines are a great way to plan out how you will achieve your goals over a period of time. Timelines contain the following:

**Goals** – what you want to achieve.

**Milestones** – the steps needed to get to your goal.

Timelines can be broken up into 1-month milestones, however for our purposes we will break up our milestones into 3 months.

**Tips:** Try working backwards from your end goal to make sure you get all the steps you need.

Don't worry if you don't get all your steps in two years if your goal will take longer – just finish up at the two-year point.

## Two Year Timeline Template - Example

**GOAL/S:** To complete a Diploma in Childcare and get a full-time job

**3 months**

Research places to do Diploma, select a school, apply for course

**6 months**

Enrol in course and start units

**9 months**

Complete assessments, do work placement at preschools

**12 months**

Do another work placement, finish Diploma

**15 months**

Apply for casual role at local day care centre, update resume

**18 months**

Do professional development in childcare, attend childcare events and conferences, update resume

**21 months**

Apply for full time roles in childcare.

**24 months**

Research pathways into childcare management and/or further training.



## Activity 3.3 - Two Year Timeline Template – Your Career Goal!

**GOAL/S:**

**3 months**

**6 months**

**9 months**

**12 months**

**15 months**

**18 months**

**21 months**

**24 months**

## Sources of information for careers and learning



There are many sources of information you can use to help you on your transition to work or future learning. They include:

- Arethusa Pathways Portal – [www.arethusapathways.com.au](http://www.arethusapathways.com.au)
- Seek (jobs and careers advice) – [www.seek.com.au](http://www.seek.com.au)
- Year 13 – school to work transition site – <https://year13.com.au>
- Compared – compare institutions and study areas based on your area of interest – [www.compared.edu.au](http://www.compared.edu.au)
- Apprenticeship support – career quizzes, advice, jobs board – [www.apprenticeshipsupport.com.au](http://www.apprenticeshipsupport.com.au)
- Your Career – home of career information, with quizzes, advice, articles, study options and more. [www.yourcareer.gov.au](http://www.yourcareer.gov.au)

### Activity 3.3 – Finding useful information



Using a computer, check out a few of the links listed above. Which one is most useful?

---

## Support people who can help me with careers and learning



There are many support people who can help you transition to work or support your future learning. They include:

- Careers and Pathways Officers
- Teachers and Principals
- Employment agencies e.g. Salvation Army Employment Plus
- Headspace – Career counsellors
- Psychologists, Social workers and Counsellors.

## Creating your plan and getting feedback



You will write your action plan using the templates provided in the assessment. Once completed, get **feedback** from your teacher on any areas that could be improved, then update your plan.

Potential feedback questions you could ask your teacher:

- Does my timeline match up realistically with what could be achieved? E.g. TAFE courses,
- Do you think these the right learning strategies for my needs?
- Is the course I've chosen the fit for my goals?
- Is there anything else I should know before enrolling into my chosen course?

Finally, take another read to review your plan to make sure all the details are correct, and you are happy with it.

## Updating your action plan after feedback



Once you have received feedback on your action plan, write your feedback in the section provided on your template.

## Monitoring, maintaining and updating your plan



To monitor and maintain your plan you can do the following:

- **Monitor the goals you reach over time** – tick things you have achieved off, reward yourself for progress!
- **Review your career goals every three months** - have your training options changed over time, have your priorities changed over time?
- **Review and update the time aspects of your plan** - do you need more time to complete some areas of your career plan? Were some areas easier to complete than others?
- **Update information as your life changes**– has anything major in your life changed that has affected your priorities? Do some goals need to be changed? Does the whole plan need to be rewritten?

## Summary

**In this section you learned about:**

- ☐ **What information to include in your action plan**
- ☐ **Gathering and organising information for your action plan**
- ☐ **Creating your plan and getting feedback**
- ☐ **Updating your action plan after feedback**
- ☐ **Maintaining and updating your action plan**

## ASSESSMENT - EPPROD1 - Section 3

### Personal Action Plan

Name

**What are six (6) short terms goals for learning and to achieve your ideal career in the industry of your choice?**

1

2

3

4

5

6

**What are two (2) long term goals for learning and to achieve your ideal career in the industry of your choice?**

1

2

**Identify at least two (2) short and simple learning strategies to support your learning goals**

1

2

<b>Describe the steps you need to take to help you achieve your goals</b>	
1	
2	
3	
4	
5	
<b>What are at least four (4) sources of information you can use to support your transition to work or future learning plans?</b>	
1	
2	
3	
4	
<b>Who are least two (2) support personnel who can support your transition to work</b>	
1	
2	

## Two Year Timeline Template – Your Career Goal!

**GOAL/S:**

**3 months**

**6 months**

**9 months**

**12 months**

**15 months**

**18 months**

**21 months**

**24 months**



## ASSESSMENT - EPPROD1 – Section 3 (Cont.)

**Who did you review your plan with? (E.g. Teacher)**

**What feedback did you receive?**

**What amendments will you make to your timeline/goals from the feedback given?**

1

2

**How will your action plan be maintained and monitored?**

1

2

-----END-----

## Section 4

# Create your portfolio

In this section you will learn about:

- Differences between resumes and portfolios
- What to include in your portfolio
- Creating your portfolio with support
- Maintaining and updating your portfolio



### What is a resume and how do you write one?

A resume is a document that lists your work experience, education, skills and achievements. They are important so an employer can weigh up whether you are suitable for a role and if they want to invite you to a job interview.

What should my resume include?

#### Personal details

List your full name, phone number and email address. Tip – create a work friendly email address if the one you have at home is less professional e.g. [sarahrocks99@gmail.com](mailto:sarahrocks99@gmail.com)

#### Career Objective or Summary

This is a short statement to help you pitch yourself. These are useful if you don't have a lot of professional experience yet. If you do have a lot of experience, use a short summary instead describing your experience and where you'd like to do to next in your career.

Writing down your **availabilities** in your objective is also helpful if you are looking for casual work whilst at school because the employer will know exactly when they can schedule you.

## Education

List your latest education experience first and work backwards, this includes courses or qualifications you've completed at university, TAFE or other institutions that relate to the role you're interested in applying for. Include your high schooling if it was less than five years ago.

For each experience, include:

- The qualification you received
- Where you studied
- When you started and finished
- Any special areas of study, plus awards or other achievements.

## Work Experience

List your most recent jobs including:

- The title of your position,
- The name and location of the company or organisation
- The dates you worked there.

Place them in order with the **most recent job first**.

Under each job, use bullet points to give a brief overview of your responsibilities and achievements, weaving in the skills you used.

You can also mention relevant internships and volunteer work in this section – just make sure you identify that you volunteered or interned.

## Skills, strengths or interests

You could create headings for these topics and list information that's relevant to the job you're applying for. Highlight any relevant professional memberships, too.

Tip – Only include interests that are relevant to the job if you do choose to include them.

## References

These are people who know you professionally who can vouch for your skills and abilities. You can include former employers, managers, teachers and principals.

# NAME – Resume **with** experience

## OBJECTIVE

To obtain a casual/part-time job in the **hospitality/retail** industry and gain **customer service** skills.

Available Monday - Thurs 4pm - 8pm, Friday from 4pm - 10pm,  
Saturday 9am - 10pm, Sunday 9am - 8pm

## SKILLS (Use your existing hard and soft skills here!!)

- Customer service skills
- Caring communication skills
- Problem solving skills
- Strong time management skills
- Friendly and helpful.
- Microsoft Office - Word, Outlook, Excel, PowerPoint.

## QUALIFICATIONS & EDUCATION

- Completed Year 10 Arethusa College Forest Lake
- Certificate II in Hospitality – TAFE QLD 2023
- Statement of Attainment - Responsible Service of Alcohol - Astra Group 2024
- First Aid and CPR Certificate – iVET 2024

## EXPERIENCE

### CLEANER – (Job Title)

Business Name

November 2022 - November 2023 (Date)

- Vacuuming and dusting
- Mopping
- Hand washing dishes
- Wiping down benches
- Cleaning windows and glass

### KITCHENHAND

McDonalds

October 2021 – November 2022

- Dishwashing and tidying duties
- Cashier duties
- Food preparation and basic cooking
- Customer service

## CONTACT

Address: 123 Your Street Forest Lake QLD 4074

Email: myemail@gmail.com

Mobile: 0412 345 678

## REFEREES

Name: Principal Name

Title: Principal

Email: [principal@arethusa.qld.edu.au](mailto:principal@arethusa.qld.edu.au)

Name: Pathways Officer Name

Title: Pathways Officer

Email: [pathways@arethusa.qld.edu.au](mailto:pathways@arethusa.qld.edu.au)

# NAME – Resume **no** experience

## OBJECTIVE

To obtain a casual/part-time job in the **hospitality/retail/childcare** industries and gain **customer service** skills.

Available Monday - Thurs 4pm - 8pm, Friday from 4pm - 10pm,  
Saturday 9am - 10pm, Sunday 9am - 8pm

## SKILLS

- Dishwashing, tidying and cleaning skills
- Team player
- Problem solving skills
- Friendly and helpful
- Attention to detail
- Microsoft Office - Word, Outlook, Excel, PowerPoint.

## QUALIFICATIONS & EDUCATION

- Completed Year 10 Arethusa College Forest Lake
- Certificate II in Hospitality – TAFE QLD 2023
- Statement of Attainment - Responsible Service of Alcohol - Astra Group 2024
- First Aid and CPR Certificate – iVET 2024

## EXPERIENCE (Use volunteer experience, home experience here that links with the job you are after.)

### BABYSITTING

- Playing and engaging with children
- House cleaning
- Tidying after children
- Re-organizing cupboards and desks as required

### CLEANING

- Dishwashing and tidying duties
- Washing and folding clothes
- Food preparation and basic cooking
- Load and unload the dishwasher
- Put clothes away

## CONTACT

Address: 123 Your Street Forest Lake QLD 4074  
Email: myemail@gmail.com  
Mobile: 0412 345 678

## REFEREES

Name: Principal Name  
Title: Principal  
Email: [principal@arethusa.qld.edu.au](mailto:principal@arethusa.qld.edu.au)

Name: Pathways Officer Name  
Title: Pathways Officer  
Email: [pathways@arethusa.qld.edu.au](mailto:pathways@arethusa.qld.edu.au)

# RESUME EXAMPLE 3 - JANE JONES

JaneJones01@gmail.com | 12 Somewhere St, Somesuburb | Mobile: 0412 123 456

## OBJECTIVE

To obtain a part-time job in the retail or fast-food industries and gain customer service skills.  
Available weekends and Thursday & Friday afternoons.

## EXPERIENCE

### ■ BABYSITTING CHILDREN

■ Babysitting children ages between 18 months and 4 years

### ■ U12 NETBALL ASSISTANT COACH

■ 2 SEASONS: assisted coaching a netball team at training and fixture games

## EDUCATION

### 2017 – CURRENT

#### ARETHUSA COLLEGE, DECEPTION BAY (CURRENTLY IN YEAR TEN)

B+ average across all subjects (academics)

A average application, conduct, attendance

## SKILLS

Excellent technology skills

Strong organization and time-management

Flexible and committed

Problem-solving

## INTERESTS

Sport/Fitness

Cooking (Food Technologies)

Technology

Community work

Photography (Media arts)

## REFERENCES

### Babysitting - Sam Smith

Sales Manager – Some Business

Phone number: xxxxxxxxxxxx

### Personal - John Thomas

Senior Sergeant, Queensland Police

Phone Number: xxxxxxxxxxxx

## SCHOOL AND LIFE ACHIEVEMENTS

- Recipient of many sporting awards throughout my primary and high school life.
- Represented my high school in choir & social justice singing group.
- Competed twice in the Brisbane Kokoda Challenge.
- Awarded a school service award (2019).

# EXAMPLE 4 - FIRST NAME LAST NAME

Phone:

Email:

To replace this text with your own, just click it and start typing. Briefly state your long-term career goal and summarize what makes you stand out.

## EXPERIENCE

DATES FROM – TO

JOB TITLE, BUSINESS OR COMPANY NAME

Briefly describe your job role by explaining the work tasks you did, and the responsibilities you had. You can use examples but keep it short.

DATES FROM – TO

JOB TITLE, BUSINESS OR COMPANY NAME

Briefly describe your job role by explaining the work tasks you did, and the responsibilities you had. You can use examples but keep it short.

## EDUCATION

MONTH YEAR

QUALIFICATION, SCHOOL

Briefly explain any units or projects you have completed that are relevant to the job position.

MONTH YEAR

QUALIFICATION, SCHOOL

Briefly explain any units or projects you have completed that are relevant to the job position.

## OTHER CERTIFICATES/ LICENCES

Use this section to explain any other certificate or licenses you have. For example, a driver's license, a white card, etc.

## SKILLS

- |                        |                   |
|------------------------|-------------------|
| • List a strength here | • List a strength |
| • List a strength here | • List a strength |
|                        | • List a strength |

## ACTIVITIES

Use this section to highlight your passions, interests and activities. It's good to include any activities that demonstrate skills such as leadership, teamwork, communication and so on.

## REFERENCE

Identify 1 person who will validate your experience, skills and qualifications – List their name, job title, business and contact details (Phone or email address)



## Resume Do's and Don'ts:



- Do – Proof read, and spell check your resume.
- Don't - Use weird fonts like Comic Sans for your resume
- Do – Include links to your website if you have an online portfolio
- Don't – Include personal details like date of birth, religion etc.

## Creating your resume



There are many applications you can use to create a resume. They include:

- Canva - <https://www.canva.com/>
- My Perfect Resume - <https://www.myp perfectresume.com/>

You can also download ready made templates in Microsoft Word e.g.:

<https://www.seek.com.au/career-advice/article/free-resume-template>

You can also request the two previous templates (examples 3 and 4) printed in this booklet from your Arethusa Pathways Officer.

## Activity 4.1 – Create your resume



Using the templates provided by your pathways officer or using a template you prefer, create your resume, save it on your OneDrive and print it out to include with your portfolio.

## What is a portfolio and how do you make one?



A portfolio is a personal collection of materials that showcase your abilities and skills. They are especially used in the creative industries where you can showcase samples of your work.

Your career portfolio could include:

- Transcripts of your student records
- Awards and Certificates
- Work samples e.g. comics, graphic design, artwork, articles you've written, photos, brochures you've made

- Reference letters
- Educational achievements
- Work experience reports /placement projects you were part of
- Presentations you've created
- A program from an event you were part of
- Videos demonstrating your skill

Portfolios can be either physical or digital. Physical portfolios can be stored in physical folders with sleeves. Digital portfolios are stored on the cloud on a platform of choice and can be accessed via any browser on the internet. Digital portfolios are typically called ePortfolios.

Digital portfolios are very useful for people working in the creative industries because you can include:

- Video showreels (great for videography jobs)
- Audio showreels (great for radio broadcasting/podcasting/journalist jobs)
- Apps and software examples you have made (great for IT jobs)
- Examples of websites you have created (great for IT jobs)

You can create digital portfolios on your own website or on spaces such as:

- Folio Space - [www.foliospaces.org](http://www.foliospaces.org)
- Google Sites – <https://sites.google.com>
- Wix – <https://www.wix.com>
- Copyfolio – <http://copyfol.io>
- Behance (Adobe Portfolio) – [www.behance.net](http://www.behance.net)
- Canva - <https://www.canva.com/create/portfolios/>

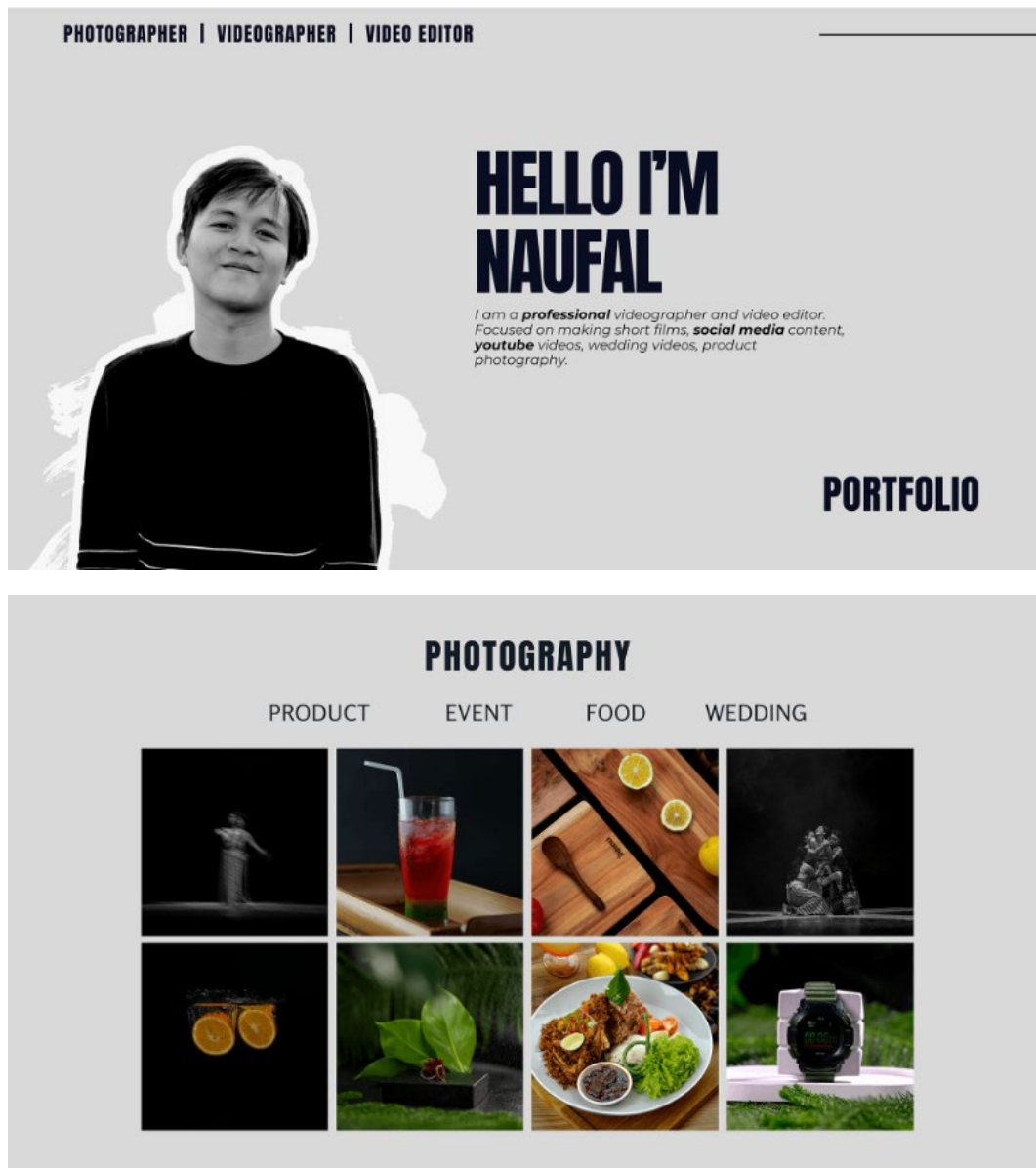
Examples of a well-designed portfolio:

<https://www.behance.net/ahmadnibrahim>

## Discuss – Review layout of portfolio



Check out Naufal's portfolio using the link above. Do you feel it works well as a job tool? Discuss.



## What is the difference between resumes and portfolios?



The difference between resumes and portfolios is that a **resume** is a **single document** that lists your work experience, education, skills and achievements and a **portfolio** is a **collection of many documents and examples** that showcase your work.

## What are reference letters?



Reference letters are a letter that describes the person's skills, personality and the person's ability to perform a particular task or role. They are usually written by someone who has worked with the person or taught the person. A reference letter can be included in your portfolio.

## Writing a reference letter

What is included in a reference:

- How you know the person and for how long
- What the person has accomplished
- Why you are recommending them
- How to contact you for follow up questions

### Example - Short Recommendation Letter Template

To,  
Name,  
Address

Date,  
Dear ----- [Name and title of the recipient],

I am writing this letter of recommendation on behalf of [name of applicant] for [job position] at [company name]. I have known [name of the applicant] since [date] as [relation to applicant].

I have always found him/her to be [qualities the applicant has, such as "honest," "loyal," "hard-working"]. Based on our experience together, I can confidently recommend [name of the applicant] for the position of [position] in your company.

Sincerely,  
Name

## Reference Example

Anthony White  
Owner  
Forest Lake Cafe  
37 High Street  
Forest Lake QLD, 4078  
anthony.white@mail.com

October 20, 2024

James Sullivan  
Owner  
Riverview B&B  
10 Riverview Drive  
Forest Lake QLD 4078

Dear Mr. Sullivan,

I understand that Mary Smith has applied for a job as a receptionist at your B&B for the upcoming summer season. Mary has worked as a waitress in my restaurant for the past two summers. She is a hard worker, always on time, and cheerful. I have been impressed with her ability to manage during hectic times, always remaining in control and keeping the customers happy. She gets along well with her co-workers as well as with the management team.

Mary is a bright young woman, and I am sure that she will excel at whatever job she undertakes. I can enthusiastically recommend her for the position that you have open.

Please let me know if you have any additional questions. I can be reached at 0412 345 678 or anthony.white@mail.com.

Regards,

*Signature*

Anthony White

## Activity 4.2 – Reference Letter Writing



**Using the short recommendation letter template, in pairs write a reference letter for each other.**

To,  
Name,  
Address

Date,  
Dear ----- [Name and title of the recipient],

I am writing this letter of recommendation on behalf of [name of applicant] for [job position] at [company name]. I have known [name of the applicant] since [date] as [relation to applicant].

I have always found him/her to be [qualities the applicant has, such as “honest,” “loyal,” “hard-working”]. Based on our experience together, I can confidently recommend [name of the applicant] for the position of [position] in your company.

Sincerely,  
Name

## Compiling your work experience and volunteering history



Undertaking work experience and volunteering at school is a great way to get a taste of your chosen industry, make contacts, obtain possible references and may possibly lead to traineeships, apprenticeships or future work!

When you are documenting your work experience activities, ensure you document the following:

- Contact details – Who have you done work experience with?  
Consider phone numbers, job titles, name of company.
- Length – How long did you do work experience for?
- Tasks completed – What tasks did you do? E.g. sweep floor, serve customers.

You can compile your experiences into a work experience journal as detailed below:

Work Experience Journal	
<b>Name of employer</b>	McDonalds
<b>Contact Name:</b>	John Smith
<b>Contact Number:</b>	0423 456 789
<b>Length of Work Experience</b>	5 days
<b>Hours of Work Experience</b>	8:30am – 4:00pm
<b>Tasks I completed</b>	<ul style="list-style-type: none"> <li>• Mopping Floors</li> <li>• Cashier Duties</li> <li>• Serving Customers</li> </ul>

## Activity 4.2 – Work Experience Journal



Using the short template below, write either a real example of work experience you have done, or make up your own example.

Work Experience Journal	
<b>Name of employer</b>	
<b>Contact Name:</b>	
<b>Contact Number:</b>	
<b>Length of Work Experience</b>	
<b>Hours of Work Experience</b>	
<b>Tasks I completed</b>	



## Creating your portfolio with support

Working with your teacher, create and print out the major documents you need to create your portfolio. Again, these can include:

- Your resume/cover letters
- Reference letters
- Samples of your work e.g. graphic design
- Transcripts/awards
- Work experience journals

## Maintaining and updating your portfolio

It is good practice to update your portfolio as you make new work samples, undertake work experience, do volunteer work and undertake new jobs. Keeping your portfolio up to date and fresh lets an employer know you are working on your skills and your skills are current.

You can keep your portfolio fresh by:

- Updating with work experience journals
- Including new reference letters
- Updating your resume with the latest jobs you have done
- Include samples of new work
- Consulting with support persons

## Summary

**In this section you learned about:**

- ☐ Differences between resumes and portfolios
- ☐ What to include in your portfolio
- ☐ Creating your portfolio with support
- ☐ Maintaining and updating your portfolio

## ASSESSMENT - EPPROD1 – Section 4

**Verify the items have you made and printed to include in this portfolio.**

Items	Is it printed and attached?
Resume	<input type="checkbox"/> Yes
Personal Skills Profile - (Section 1 Assessment) Preferred Industry - (Section 2 Assessment) Personal Action Plan - (Section 3 Assessment)	<input type="checkbox"/> Yes
Other items (optional): e.g. cover letters, samples of work	<input type="checkbox"/> Yes

### Work Experience Journal (real or make one up)

<b>Name of employer</b>	
<b>Contact Name:</b>	
<b>Contact Number:</b>	
<b>Length of Work Experience</b>	
<b>Hours of Work Experience</b>	
<b>Tasks I completed</b>	

**Self-reflection on your work history**

Looking at your work experience history, both volunteer and paid, what have you done so far and what opportunities would you like to explore? (under 50 words)

-----END-----

# **Project Assessment Two: Written Questioning**

## ASSESSMENT – EPQUEST1

**1 - Describe the purpose of putting together a personal career action plan**

**2 - Identify the main sources of information you accessed about jobs, education and training.**

**3 - Summarise your strengths, weaknesses, skills and interests – how could these be transferred to your chosen industry/career/job?**

**4 - What were the links you identified between own skills and potential employment?**

**5 - Identify the key information you included in the portfolio? How are you going to keep your portfolio updated?**

**6 - What are at least 2 differences between resumes and portfolios?**

Trainer Name: \_\_\_\_\_

Trainer Signature: \_\_\_\_\_

# **Project Assessment Three: Verbal Questioning**

## ASSESSMENT – EPOBS1

**Discuss the following questions with your trainer in class**

Questions	Has the question been satisfactorily answered? (Trainer to sign)
1 What is the difference between a resume and your portfolio?  Why would you need both?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2 How are you going to maintain and update your portfolio?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3 What feedback did you receive on your last portfolio and how did you apply that feedback?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4 How can your identified skills be transferred to different jobs?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Trainer Name: \_\_\_\_\_

Trainer Signature: \_\_\_\_\_

Date/s Observed: \_\_\_\_\_