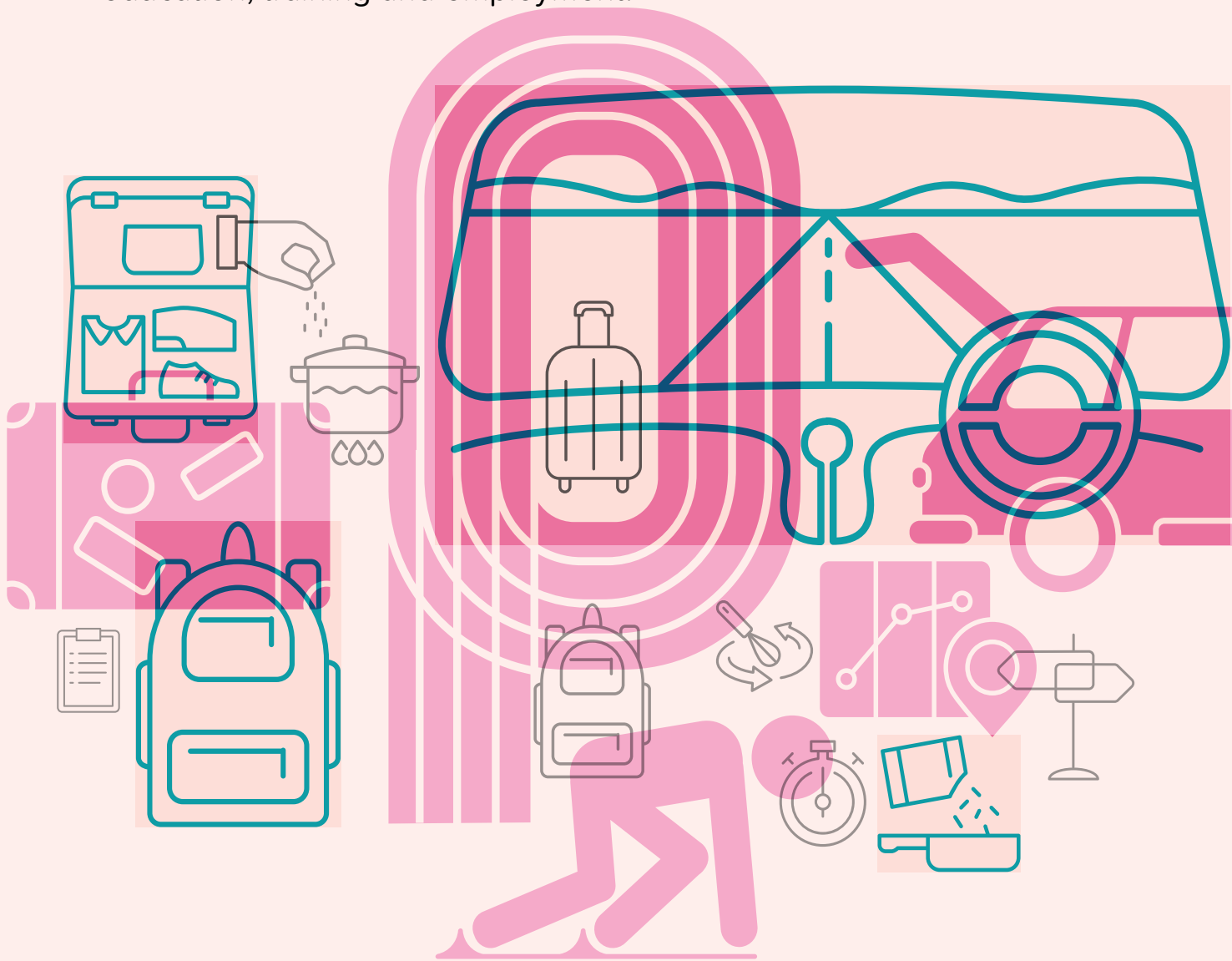


## Pathway planning

# Prepare

Pathway planning enables you to explore, identify and evaluate the learning and work pathways available, recognise opportunities and plan for your successful transition to post-school education, training and employment.



**Name**

**Start date**

# My life right now

## Instructions

Reflect on your life right now. Using the prompts below, provide responses in the 'Now' box (e.g. playing netball for health) and 'Developing' box (e.g. join a school group to get involved).



### Identity and/or culture

- What is your understanding of your identity and/or culture?
- How are you connected to your culture?
- In what way do you feel your culture and/or identity is respected and valued?



### Family and friends

Consider your relationships with family, friends and members of your community.

- How do you maintain positive relationships with others?



### Health

Think about your physical health.

- How healthy do you feel?
- What exercise do you undertake?
- How healthy is your diet?



### Learning

You learn through a variety of experiences within the classroom, the home and community.

- Are your individual learning needs being met?
- Think about your overall experience of school.
- Consider your academic achievement/grades/subjects. How do you think you are going?



### Getting involved

- How are you involved in your school community?
- What involvement do you have in the community outside of school?
- How are you connecting with peers and groups through activities, face-to-face or online?
- What opportunities do you have to lead?
- How might you contribute to society?

# My life right now

## Identity and/or culture

Now

Developing

## Family

Now

Developing

## Friends

Now

Developing

# My life right now

## Health

Now

Developing

## Learning

Now

Developing

## Getting involved

Now

Developing

# Reflection and review

Now that you have arrived at your final year of schooling, take some time to reflect on how you have grown and how your pathway plans have developed or changed. Knowing your capabilities, strengths, interests and values will help you decide what types of work will offer you challenge and meaning.

## Personal achievements

Identify three achievements that you are most proud of. Summarise your skills, attributes and values that were developed as a result of these achievements.

## What do these achievements say about you?

Use examples from any previous pathway plans, your resume and portfolio.

# Reflection and review

## Interests

Describe any special interests you have where you have developed work capabilities and connections.

Summarise how these interests and skills have helped shape what you understand about yourself, and your readiness for making choices about your career pathway.

# Reflection and review

## Work history

Describe work experiences you have had and consider how these have helped to develop your work capabilities.

| <b>Work context</b> | <b>Type of work</b> | <b>Key responsibilities</b> | <b>Skills developed</b> |
|---------------------|---------------------|-----------------------------|-------------------------|
| Work experience     |                     |                             |                         |
| Workplace learning  |                     |                             |                         |

# Reflection and review

| Work context                   | Type of work | Key responsibilities | Skills developed |
|--------------------------------|--------------|----------------------|------------------|
| Part-time or casual employment |              |                      |                  |
| Volunteering                   |              |                      |                  |
| Community involvement          |              |                      |                  |



# Work capabilities

Below are the work capabilities you will need to get a job. You are transitioning at a time when alternative work arrangements such as self-employment, temporary, casual work and agency work are increasing. Work capabilities are critical.

|  | Low | High |
|--|-----|------|
| Creativity                             | ◀   | ▶    |
| Critical thinking                      | ◀   | ▶    |
| Literacy                               | ◀   | ▶    |
| Numeracy                               | ◀   | ▶    |
| Digital literacy                       | ◀   | ▶    |
| Problem solving                        | ◀   | ▶    |
| Cultural responsiveness                | ◀   | ▶    |
| Interpersonal skills and communication | ◀   | ▶    |
| Teamwork                               | ◀   | ▶    |
| Collaboration                          | ◀   | ▶    |
| Adaptability                           | ◀   | ▶    |
| Resilience                             | ◀   | ▶    |
| Initiative                             | ◀   | ▶    |
| Planning and organisation              | ◀   | ▶    |
| Self management                        | ◀   | ▶    |

# Work capabilities

| Three work capabilities I will focus on developing this year | How? |
|--|------|
| 1.   |      |
| 2.   |      |
| 3.   |      |

# Self marketing

Consider how you are going to project yourself to have every opportunity to access your preferred pathways. Be mindful of how your online presence may be perceived by potential employers and networks.

## Personal statement

Write a summary about yourself that could be used in your resume, cover letter, online profiles or in response to an interviewer who asks “Tell me about yourself”.

Your summary should reflect who you are and what you can do.

# Academic review

Using your last report, achievement data and other feedback comments, consider whether you are meeting your goals at school.

| Courses I am studying this year | Results | What do I need to do to be on track for success? |
|---------------------------------|---------|--|
|                                 |         |  |
|                                 |         |  |
|                                 |         |  |
|                                 |         |  |
|                                 |         |  |
|                                 |         |  |
|                                 |         |  |
|                                 |         |  |
|                                 |         |  |
|                                 |         |  |

# Academic review

| VET qualifications and/or Endorsed Programs | Progress - units of competency, hours or achievement | What do I need to do to be on track for success? |
|---|--|--|
|   |  |  |
|   |  |  |
|   |  |  |
|   |  |  |
|   |  |  |
|   |  |  |

| OLNA results | Current achievement category | Action needed? |
|--------------|------------------------------|----------------|
| Reading      |                              |                |
| Writing      |                              |                |
| Numeracy     |                              |                |

# Creating a short list

Comparing universities and training options is a way to help make informed decisions about your post-school pathway. Use links below to explore study or training options you are considering.

| University study areas  |   |
|---|---|
| Choose a university or higher education institution <a href="https://compared.edu.au">compared.edu.au</a> |   |
| Agriculture and Environmental Studies   | Medicine  |
| Architecture and Building   | Nursing   |
| Business and Management   | Pharmacy  |
| Communications  | Psychology  |
| Computing and Information Systems   | Rehabilitation  |
| Creative Arts   | Science and Mathematics                                       |
| Dentistry   | Social Work   |
| Engineering   | Teacher Education   |
| Health Services and Support   | Tourism, Hospitality, Personal Services, Sport and Recreation |
| Humanities, Culture and Social Sciences   | Veterinary Science  |
| Law and Paralegal Studies   |   |

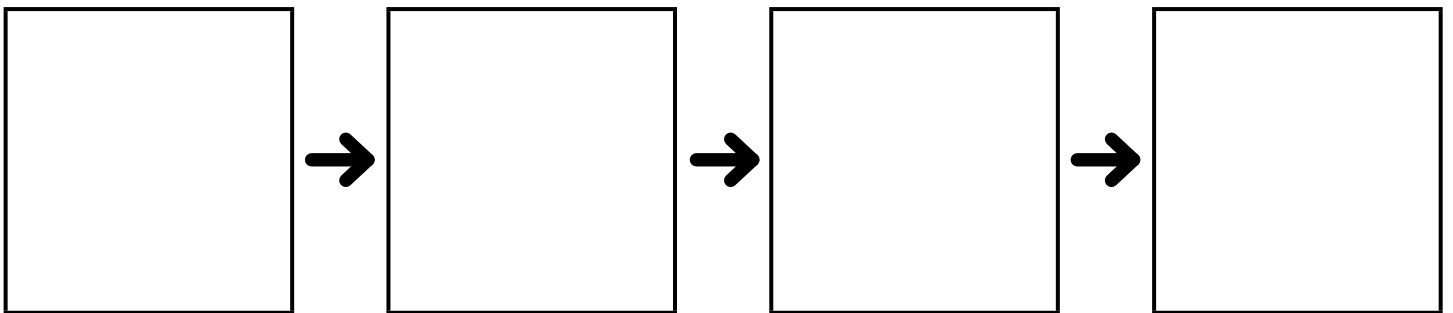
# Creating a short list

| Training industries   |  |
|---|--|
| My Career <a href="https://yourcareer.gov.au/industries">yourcareer.gov.au/industries</a> |  |
| Accommodation and Food Services   | Manufacturing                                |
| Administrative and Support Services   | Mining                                       |
| Agriculture, Forestry, Fishing  | Other Services                               |
| Arts and Recreation Services  | Professional, Scientific, Technical Services |
| Construction  | Public Administration and Safety             |
| Education and Training  | Rental, Hiring and Real Estate Services      |
| Electricity, Gas, Water, Waste Services   | Retail Trade                                 |
| Financial and Insurance Services  | Transport, Postal and Warehousing            |
| Health Care and Social Assistance   | Wholesale Trade                              |
| Information Media and Telecommunications  |  |

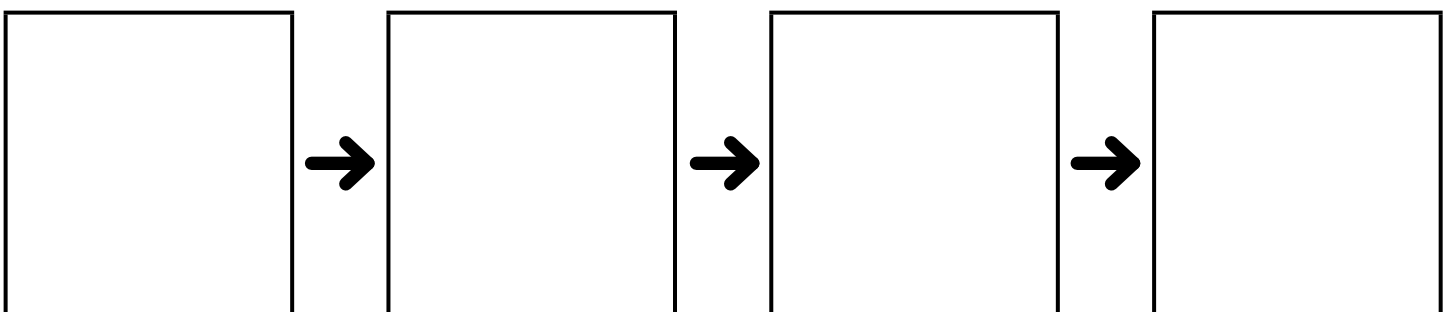
# Post-school options

|   |   |  |
|---|---|--|
| 1 | Course or career                                    |  |
|   | University/training/employer                        |  |
|   | Institution   |  |
|   | Entry requirements                                  |  |
|   | My 'go to' people                                   |  |
|   | Helpful websites                                    |  |
|   | Dates I need to know                                |  |
|   | Scholarships/travel/ exchange/<br>financial support |  |

## Pathway option 1



## Pathway option 2

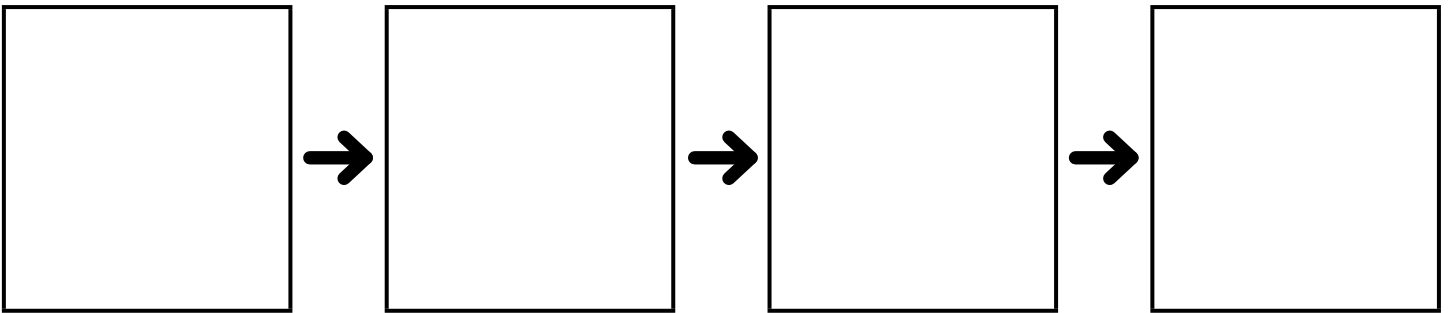




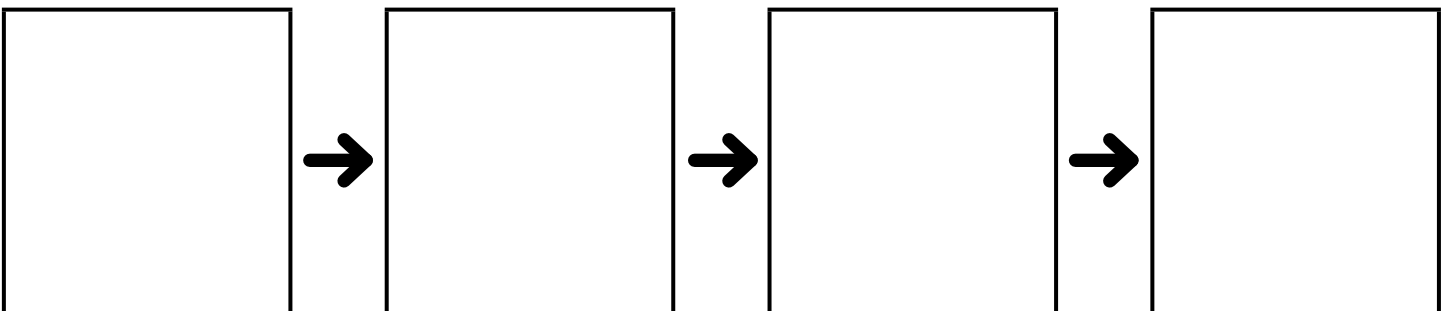
# Post-school options

|   |   |  |
|---|---|--|
| 2 | Course or career                                    |  |
|   | University/training/employer                        |  |
|   | Institution   |  |
|   | Entry requirements                                  |  |
|   | My 'go to' people                                   |  |
|   | Helpful websites                                    |  |
|   | Dates I need to know                                |  |
|   | Scholarships/travel/ exchange/<br>financial support |  |

## Pathway option 1



## Pathway option 2



# What else do you need to consider in your preparations?

- Have you considered that you may not get your first preference for further study or training?
- Are you considering taking time out or a gap year - if so:
  - » how will you support yourself?
  - » have you considered looking for work experience to develop your work capabilities?
- How do you plan to maintain your connection with others?
  - » sport
  - » volunteering
  - » work-experience
- Have you let people know you are looking for employment and are ready for opportunities?
- Have you spoken with your employer if your availability for work hours has changed?
- Have you considered that you may not find employment immediately?
- Do you have an ABN for any self-employment opportunities?
- Have you considered the organisation of your finances?

# What else do you need to consider in your preparations?

| Quick links                          |   |
|--------------------------------------|---|
| Tertiary Institutions Service Centre | <a href="https://www.tisc.edu.au">tisc.edu.au</a>                       |
| myfuture                             | <a href="https://www.myfuture.edu.au">myfuture.edu.au</a>               |
| Skillsroad                           | <a href="https://www.skillsroad.com.au">skillsroad.com.au</a>           |
| STEM career resources                | <a href="https://www.education.riaus.org.au">education.riaus.org.au</a> |
| Australian Apprenticeships           | <a href="https://www.apprenticeships.gov.au">apprenticeships.gov.au</a> |
| StudyAssist                          | <a href="https://www.studyassist.gov.au">studyassist.gov.au</a>         |
| Your Career                          | <a href="https://www.yourcareer.gov.au">yourcareer.gov.au</a>           |

# Action planning for transition

An action plan describes how you will use strategies to meet your objective. It is important to remember that an action plan is always a 'work in progress'. Keep your plan visible and review it regularly, taking into account your changing needs, new opportunities and chance happenings.

| Plan  |  |
|---|--|
| Start date:   |  |
| Where to from here?   |  |
| Why is this important to you now?   |  |
| What do you know about yourself that may affect this plan?                    |  |
| What barriers may stop you from executing your plan?                          |  |
| Identify people who could support you. How?                                   |  |
| Are there any additional networks or community resources that could help you? |  |
| What resources do you need to action your plan?                               |  |

# What next?

What steps will you take?

| What | With whom? | By when? |
|------|------------|----------|
| 1.   |            |          |
| 2.   |            |          |
| 3.   |            |          |
| 4.   |            |          |
| 5.   |            |          |

**How will you recognise your success?**

# My career portfolio

A career portfolio is a personal collection of materials that document learning, activities and achievements over a lifetime. A well-maintained career portfolio makes it easy to identify, and demonstrate relevant work capabilities, knowledge and experiences. It can be a collection of hard copies, though it is a good idea to develop a digital or e-portfolio which can include a variety of evidence such as audio, video, images, graphics and documents. It should be updated regularly in preparation for job applications or applying for a training or other learning program.

| What's in my portfolio   | Completed<br>Yes/No | Need to follow up |
|--|---------------------|-------------------|
| Pathway plan   |                     |                   |
| School reports   |                     |                   |
| Career quizzes and activities  |                     |                   |
| Achievements –<br>certificates, awards, photos,<br>newsletters                 |                     |                   |
| Examples of best work  |                     |                   |
| Voluntary community<br>activities – photos or records                          |                     |                   |
| Formal training (e.g. white<br>card, RSA, First Aid, coaching<br>certificates) |                     |                   |
| Contact details of two<br>referees   |                     |                   |

# My career portfolio

| What's in my portfolio                        | Completed<br>Yes/No | Need to follow up |
|---|---------------------|-------------------|
| Current resume                                |                     |                   |
| Sample cover letter                           |                     |                   |
| Industry exploration experiences              |                     |                   |
| Workplace learning supervisor report          |                     |                   |
| Workplace learning logbook and skills journal |                     |                   |
| WorkSafe SmartMove certificates               |                     |                   |
| Apprentice aptitude tests                     |                     |                   |
| Network contacts                              |                     |                   |
| Tax File Number (TFN)                         |                     |                   |
| Unique Student Identifier (USI)               |                     |                   |

# Affirmations

**I believe that this pathway plan is realistic and suitable for me because...**

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

**Parent/carer suggestions and encouragement for my plan**

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

Signature:

Date:

**Helpful suggestions from teachers, career practitioners or other school staff**

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

Signature:

Date:

**Help and review**

If I cannot follow my set path or change my mind about career plans, I can seek help to get back on track. The people I should talk to are:

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

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_





