GOVERNMENT OF WESTERN AUSTRALIA

Department of **Education**

Large Print

2026

Career Exploration Workbook

Name:

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Getting started

This workbook helps to prepare you for senior school course selections.

It has 3 sections:

Part 1: Know yourself

Define your personal profile including, your values, personal characteristics, abilities, and interests, and identify possible occupations that will fit your profile.

Part 2: Know the labour market

Find out how to research possible occupations.

Part 3: Pull it all together

Establish a Western Australian Certificate of Education (WACE) achievement plan.

Each section includes activities that will support your career exploration.

The myfuture website will support you to explore career pathways.

Online and offline activities

There are online and offline activities in this workbook. You can use the offline activities if a device and/or the internet are not available.

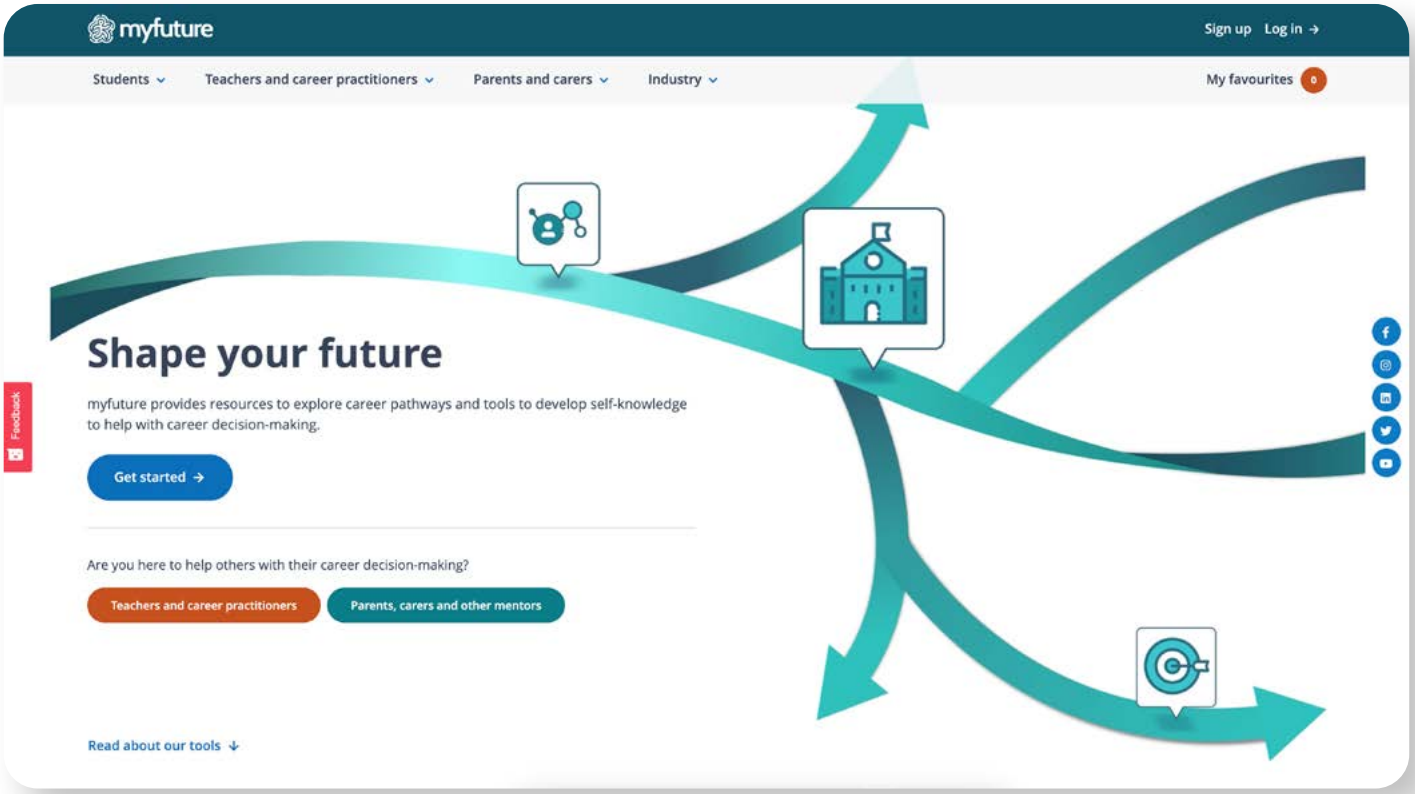
Online:

You **will** need a device and the internet for this activity.

Offline:

You will **not** need a device or the internet for this activity.

Career Exploration



1. Go to myfuture.edu.au to take the first steps to explore your career pathways.

2. Sign up to create your own **My career profile**, where you can save results from your explorations.

3. You can find **user guide videos** in the 'Students' tab at the top of the website. myfuture.edu.au/help-and-support/user-guides

4. Once you have signed up, you will be prompted to log into your account.

Write down your username and password	
Username	
Password	

Part 1: Know yourself

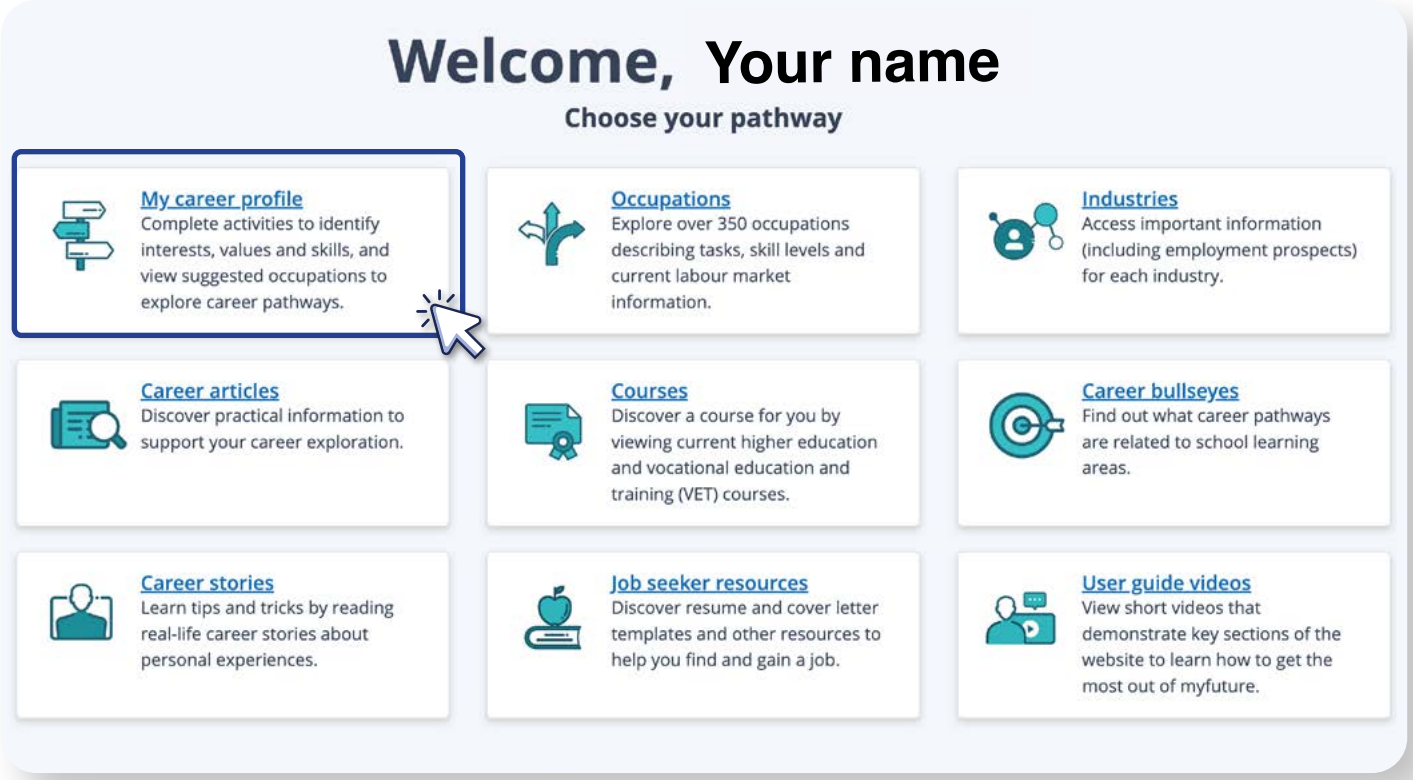
Developing your own career profile

You will start to gather information about yourself, explore career pathways and develop knowledge for career decision making.

There are **9 activities** to complete. This booklet will guide you through the first 3 and you can explore the other tools independently.

Start your journey exploring your interests.

Click on **My career profile.**



Exploration quizzes

Record your progress in the table below.

You can go back and repeat activities anytime.

Exploration tools	Date completed
Interests	
Skills	
Education and training	
Study	
Work conditions	
Values	
Career knowledge	
Entrepreneurship	
Dream job	

Personal characteristics

Characteristics make you unique and can show your suitability for certain jobs.

Some examples of personal characteristics are listed below. Tick any that describe you. Use the blank boxes if you would like to add other characteristics.					
	Precise		Curious		Intuitive
	Down to earth		Determined		Cheerful
	Ambitious		Disciplined		Loyal
	Likable		Discrete		Methodical
	Attentive		Dynamic		Careful
	Independent		Emotional		Optimistic
	Innovative		Energetic		Organised
	Adventurous		Reliable		Original
	Persistent		Demanding		Open
	Calm		Expressive		Passionate
	Holistic		Entrepreneurial		Persevering
	Competitive		Flexible		Perceptive
	Confident		Generous		A perfectionist
	Convincing		Honest		Patient
	Courageous		Innovative		Positive
	Creative		Honourable		Practical
	Enthusiastic		Thoughtful		Realistic
	Reflective/thoughtful		Reserved		Respectful

	Responsible		Imaginative		Sensible
	Serious		Helpful		Sociable
	Analytical		Spontaneous		Sympathetic
	Tolerant		Brave		Shy

Record your top 3 personal characteristics in your **About me** worksheet on page 54.

Interests

The things you like to do can give you an idea of jobs that you may be good at.

Use this quiz to note your interests and see how they may help you find the right career pathway using the description on the next page. Answer yes or no to the statements.

Interests		Yes	No
1	I'd rather make something than read a book.		
2	I enjoy problem-solving games and working at puzzles.		
3	I like helping others when they need it.		
4	I enjoy reading and learning about new topics.		
5	I like working with my hands.		
6	I like being the leader in a group of people.		
7	I prefer to know all the facts before I tackle a problem.		
8	I like to take care of other people.		
9	I enjoy designing, inventing or creating things.		
10	I enjoy expressing myself through art, music, or writing.		
11	I would like a job where I can deal with people all day.		
12	I like working with materials and equipment.		
13	I enjoy learning new facts and ideas.		
14	I find co-operating with other people comes naturally to me.		
15	I like finding out how things work by taking them apart.		

Interests		Yes	No
16	I would rather work with machines and things than with people.		
17	I can usually persuade people to do things my way.		
18	I enjoy building and repairing things.		
19	I enjoy the research part of my projects.		
20	I like being with people.		
21	I enjoy thinking up different ideas and ways to do things.		
22	I like hearing other people's opinions.		
23	I enjoy learning how to use different tools.		
24	I find it easy to follow written instructions.		

To find out areas of work that may interest you, compare your answers to the numbers in the following groups.

If you responded yes to numbers from a particular group, you may have a preference for a specific type of job. If you responded yes to a broad range of groups you may be suited to a job that combines multiple interests.

Numbers 1, 5, 9, 12, 15, 16, 18, 23.

If you have responded “Yes” to most of these numbers, you are probably a hands-on person.

You like to work with tools and machines, make things with your hands, fix and maintain equipment, or find out how things work. Jobs you might like are found in engineering, product manufacturing, construction, repair and servicing, transportation, trades and technology.

Numbers 2, 4, 7, 10, 13, 19, 21, 24.

If you have responded “Yes” to most of these numbers, you are probably an information person.

You like to express yourself through writing, music or art, perform experiments or research, solve puzzles and problems, or study and read. Jobs dealing with information are found in arts and entertainment, business and finance, scientific research, sales and services, tourism, law and government.

Numbers 3, 6, 8, 11, 14, 17, 20, 22.

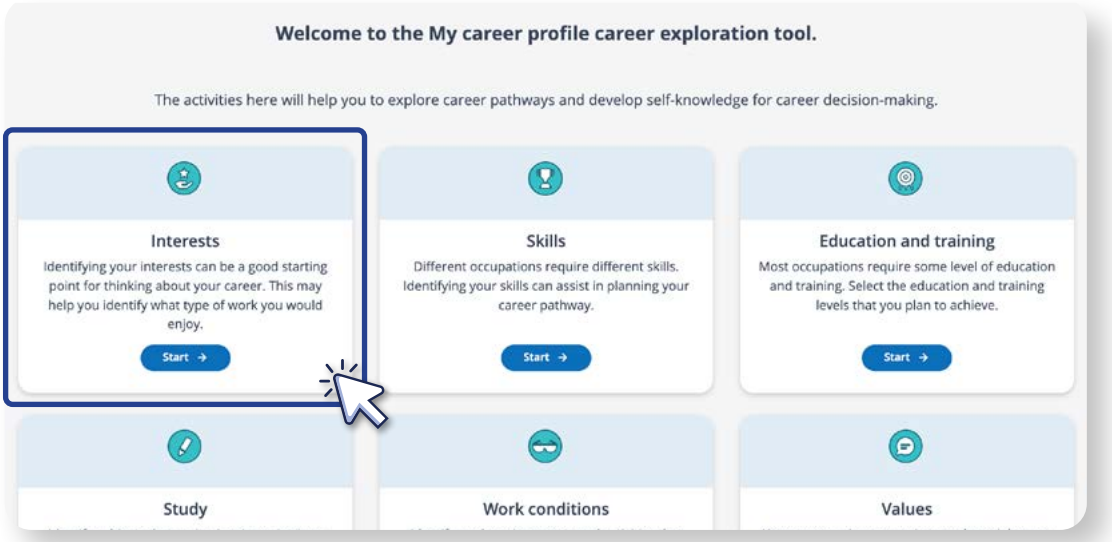
If you have responded “Yes” to most of these numbers, you are probably a people person.

You like to care for and help others, encourage people, work as part of a team, and lead and supervise others. Jobs dealing with people are found in health care, education and training, social work and counselling, and religion.

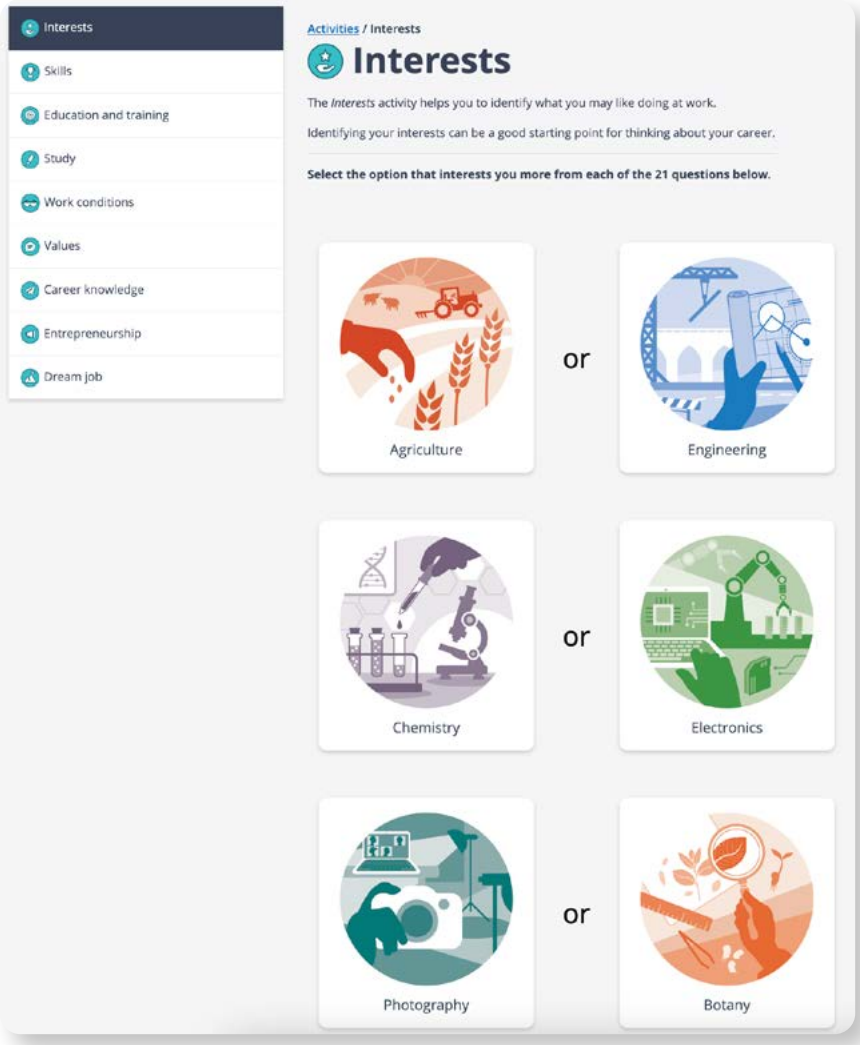
Record your top 3 interests in your **About me** worksheet on page 54.

My career profile – interests

1 Go to myfuture.edu.au and click on **My career profile** and then click on **Interests**. This activity will help you to identify what you may like doing at work.



2 Finish the quiz and click submit.



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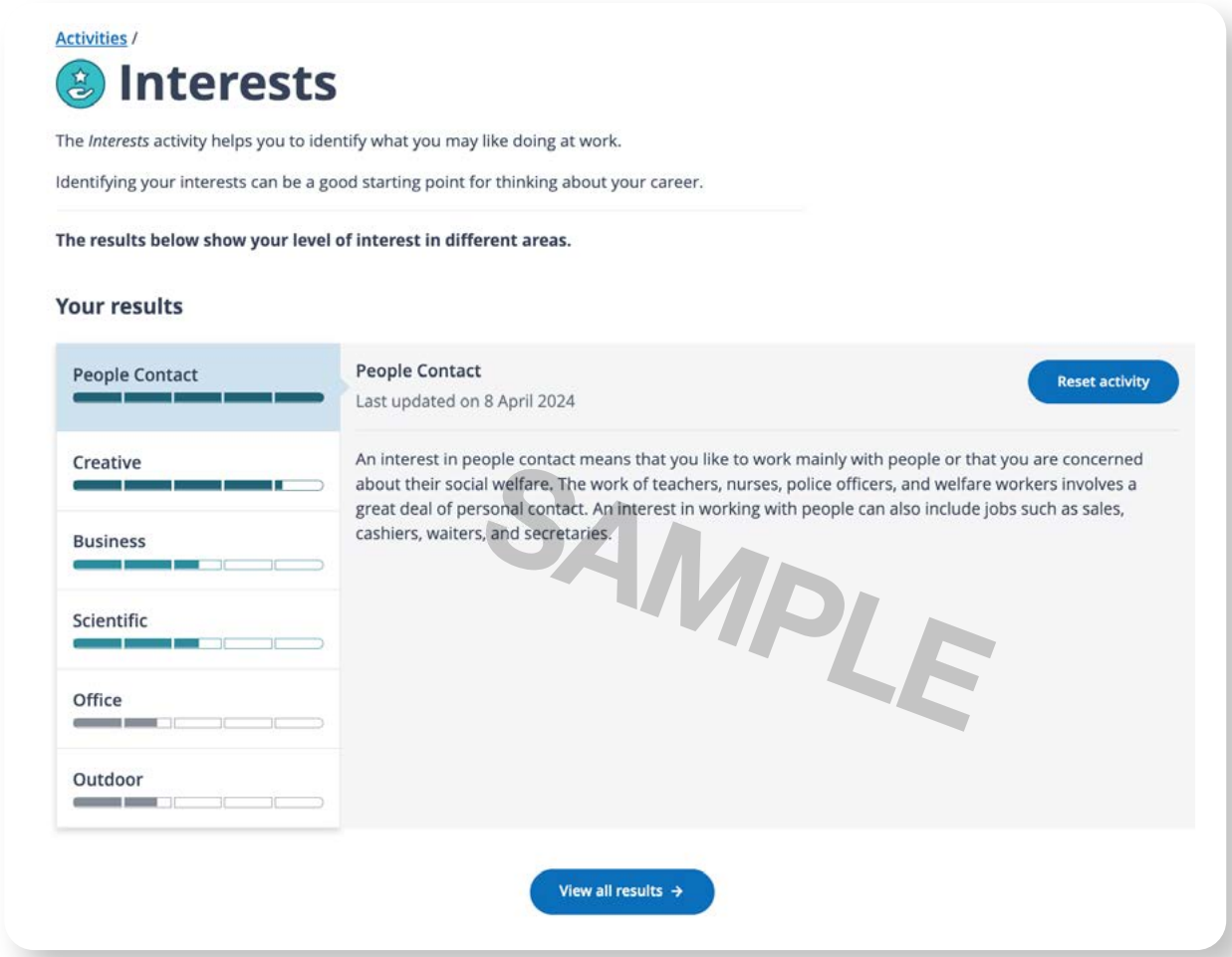
You will get a results screen with a list like the one below:



Record your top 3 interests in your **About me** worksheet on page 54.

It is important to think about this list and understand how your interests may be able to work together. For example, you may be interested in being creative but prefer to work independently, or you may prefer to work outdoors doing scientific endeavours.

Abilities

You will develop abilities at home, school, work, and in your leisure and volunteer activities. You will do some things better than others, and it is important to recognise what strengths you bring to a job.

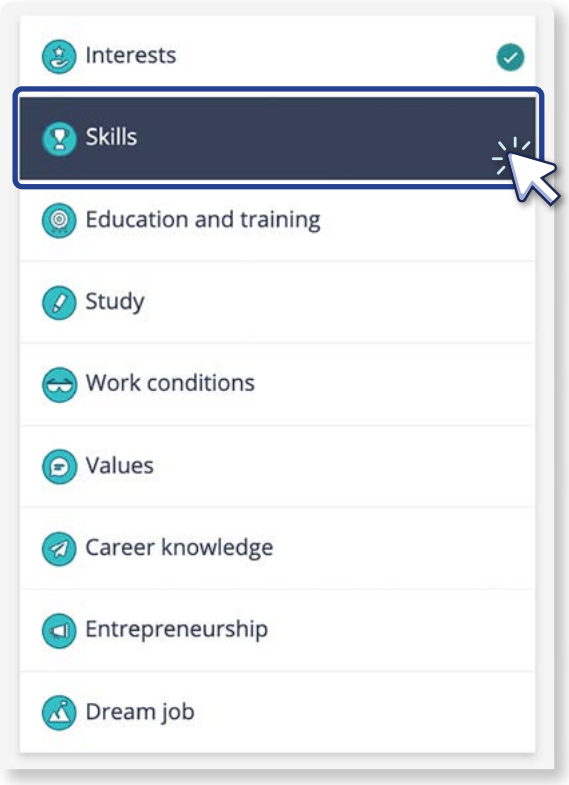
Below are some examples of abilities. Tick any that you have and write any additional abilities you may have in the blank boxes.					
	Helping others (listening, understanding)		Giving instructions, information		Operating heavy equipment
	Learning new things		Negotiating		Public speaking
	Working with others		Developing strategies		Making decisions
	Assembling things		Writing (grammar, spelling)		Preparing text, documents
	Singing		Explaining or teaching		Predicting consequences
	Classifying objects, documents		Researching		Selling
	Understanding/ Speaking other languages		Planning		Repairing (computers, things)
	Composing (text, music)		Improvising		Summarizing
	Driving		Manual labour		Problem-solving
	Editing/Correcting text		Managing stress		Working with numbers
	Creating/Inventing		Establishing systems/processes		Using camera equipment
	Working independently		Interviewing people		Using different software

	Consulting with people		Playing a musical instrument		Using laboratory apparatus
	Drawing/ Reproduction		Reading comprehension		Using tools (saw, hammer)
	Leading a group discussion		Navigating online		Training animals
	Giving good advice		Analysing (text, data)		Making lists (of things, priorities)
	Comparing (things, data)				

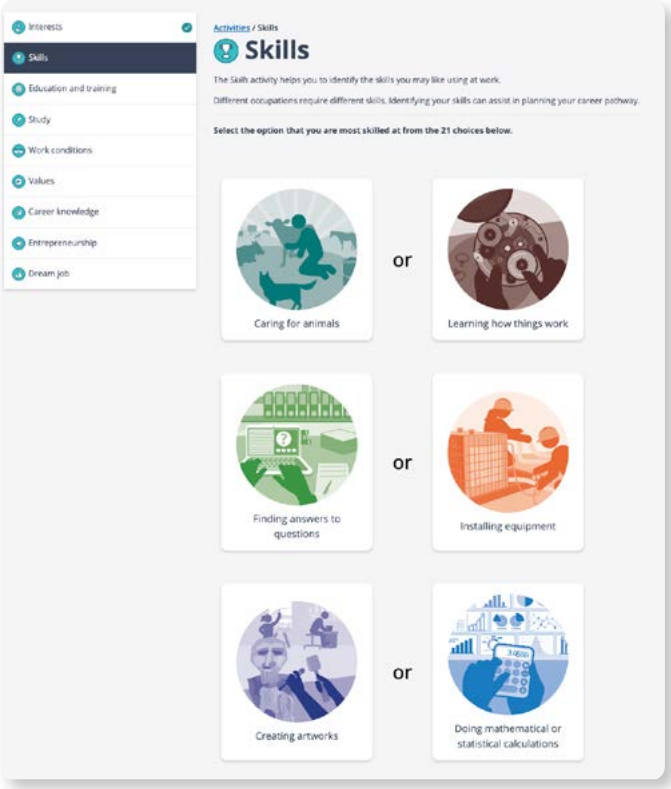
Record your top 3 abilities in your **About me** worksheet on page 54.

My career profile – skills

1 Go back to myfuture.edu.au and complete the **Skills activity** to help you identify your skills to assist you when planning your career pathway.



2 To help identify some of your current skills, complete ALL the questions and click submit.



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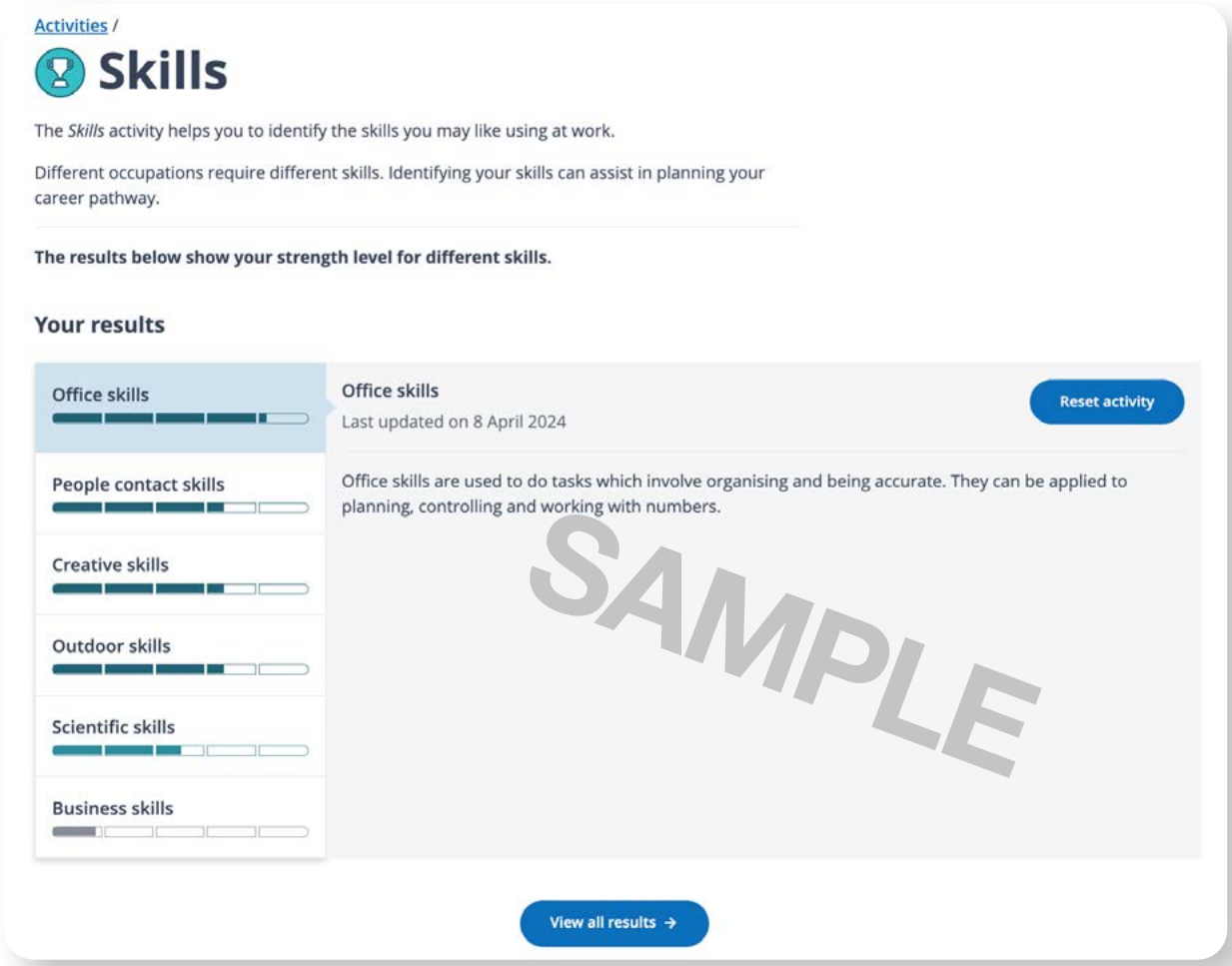
You will get a results screen with a list like the one below:



Look at your results and choose your highest scoring skill from this activity.

Record your top 3 skills in your **About me** worksheet on page 54.

Values

Most people are happiest doing work that allows them to live according to their values.

Tick the values in the list below that apply to you. You can use the empty boxes to add others that you can think of.					
	Friendship		Harmony		Prestige/ Recognition
	Money		Honesty/Sincerity		Progress/Innovation
	Autonomy/ Independence		Humour		Promoting Peace
	Beauty		Integrity		Human Relations
	Competition		Justice		Respect of self and others
	Physical comfort		Freedom (to act and express views)		Personal achievement
	Contributing to society		Leisure/Having fun		Health
	Creativity		Loyalty		Personal satisfaction
	Culture/Language		Modesty		Career security
	Reaching my full potential		Optimism		Belonging
	Education Knowledge		Order		Social status
	Cooperation		Openness		Work
	The Environment		Perseverance		Variety/Change

	Excellence		Punctuality		Love
	Family		Power		

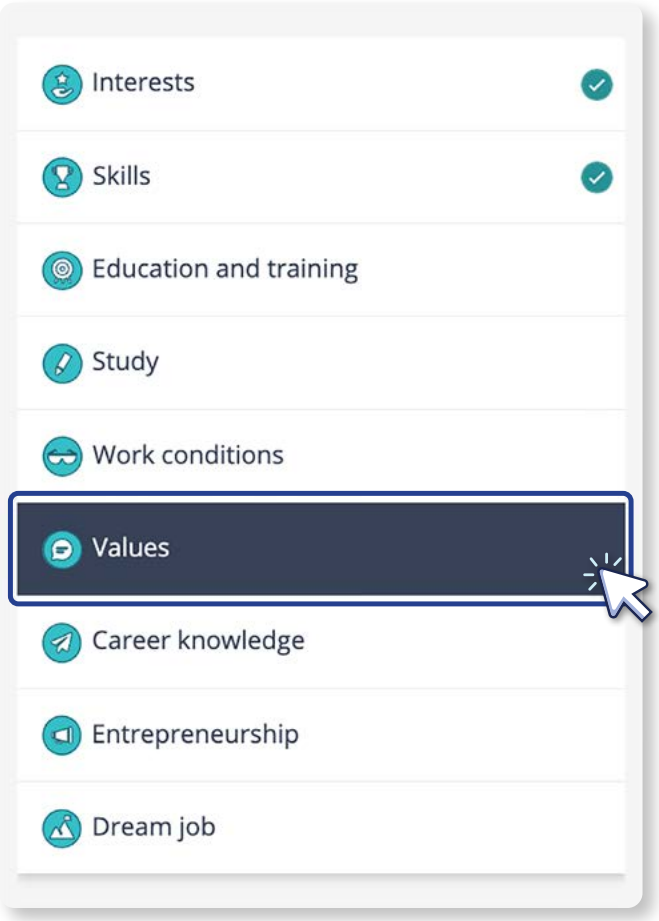
Record your top 3 values in your **About me** worksheet on page 54.

My career profile – values

Values are what we place importance on. Everyone has personal values, or things that they regard as important and useful to them. What we value may help determine our working style, our work preferences and the satisfaction gained from work.

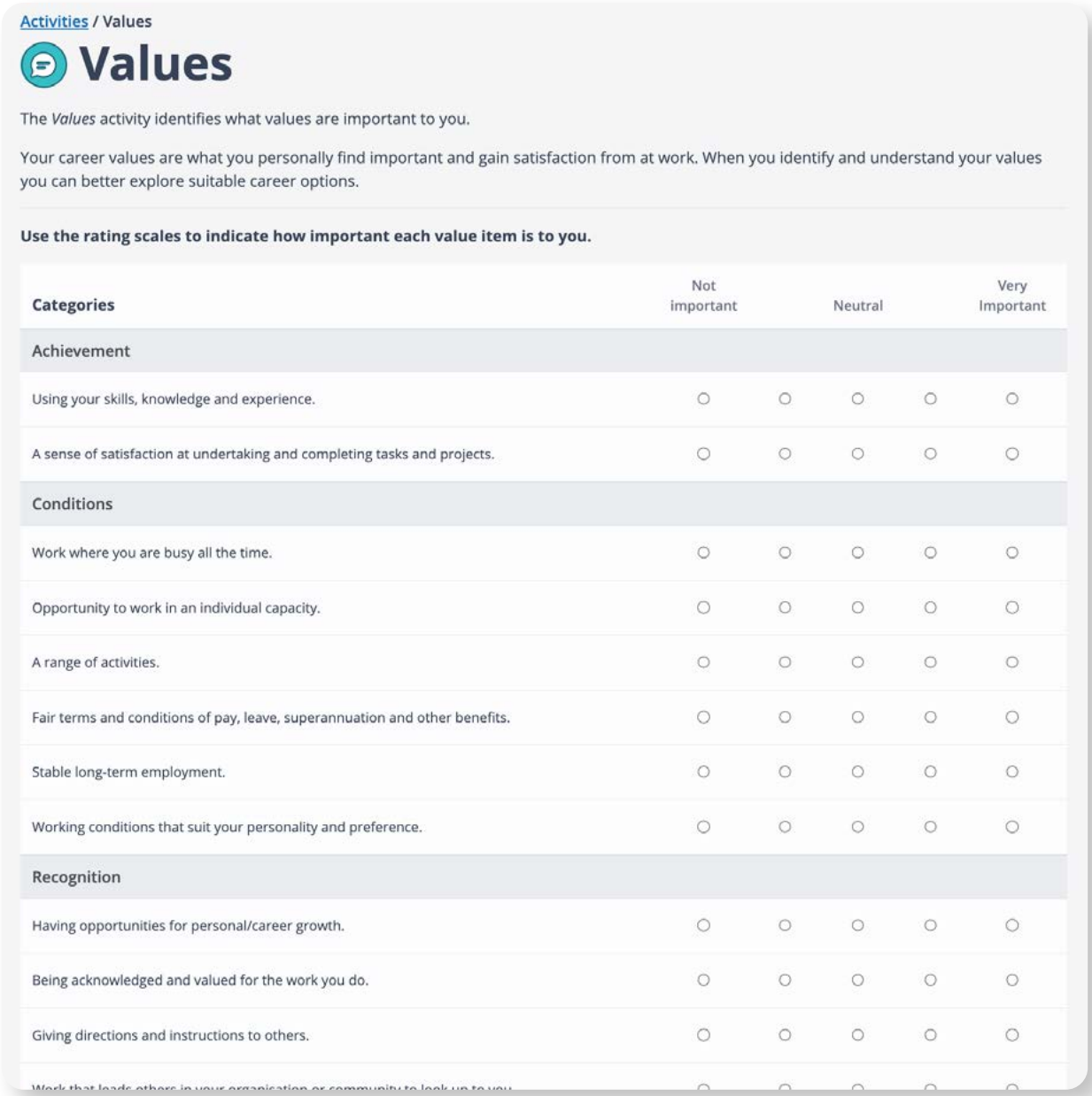
The values activity identifies what you find important and how you may gain satisfaction at work. This can be the core of your decision making.

1 Click **Values** on the activities menu on the left.



2

Complete the rating scale, selecting a response from the range **Not important** to **Very important** and then click **Submit**.



Activities / Values

Values

The *Values* activity identifies what values are important to you.

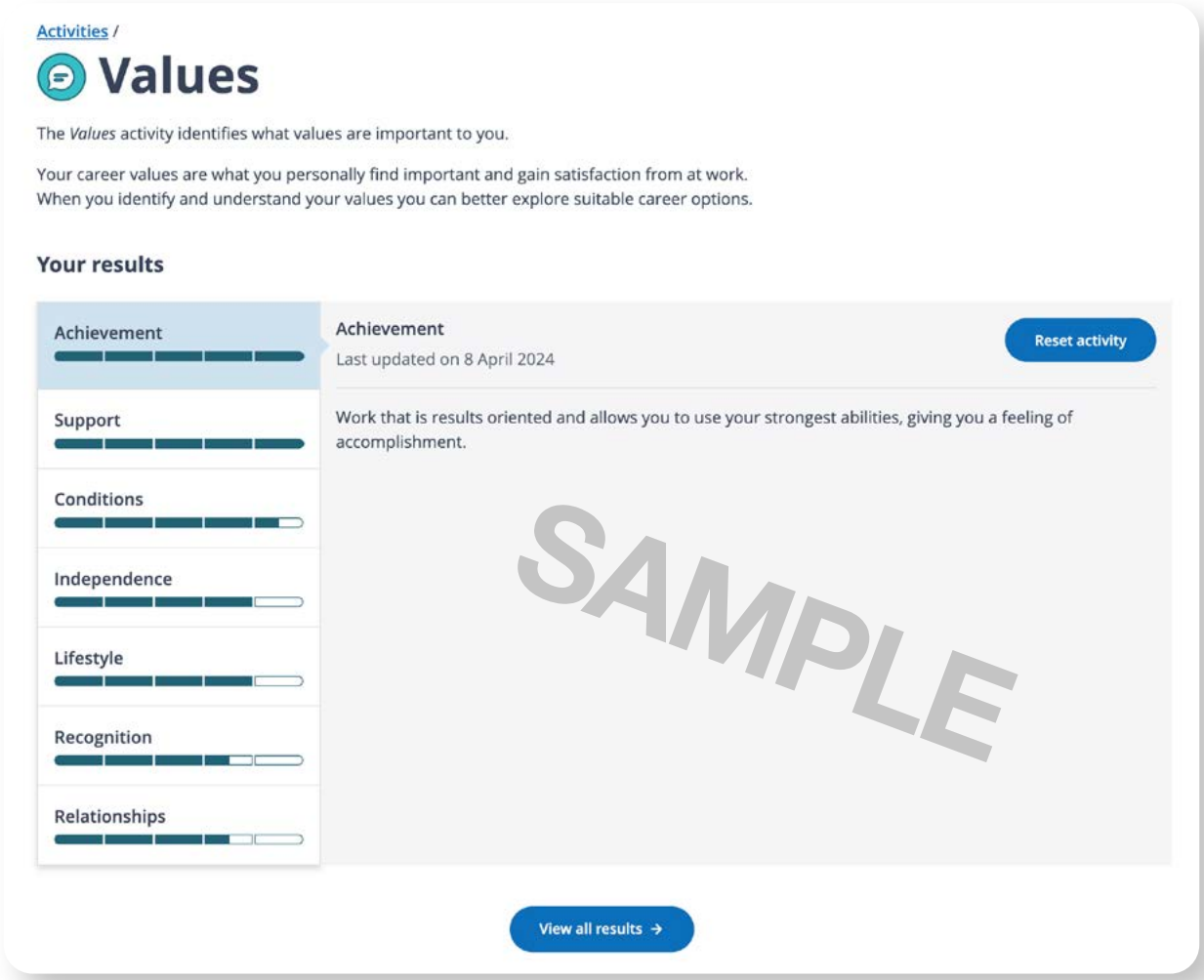
Your career values are what you personally find important and gain satisfaction from at work. When you identify and understand your values you can better explore suitable career options.

Use the rating scales to indicate how important each value item is to you.

Categories	Not important		Neutral		Very Important
Achievement					
Using your skills, knowledge and experience.	○	○	○	○	○
A sense of satisfaction at undertaking and completing tasks and projects.	○	○	○	○	○
Conditions					
Work where you are busy all the time.	○	○	○	○	○
Opportunity to work in an individual capacity.	○	○	○	○	○
A range of activities.	○	○	○	○	○
Fair terms and conditions of pay, leave, superannuation and other benefits.	○	○	○	○	○
Stable long-term employment.	○	○	○	○	○
Working conditions that suit your personality and preference.	○	○	○	○	○
Recognition					
Having opportunities for personal/career growth.	○	○	○	○	○
Being acknowledged and valued for the work you do.	○	○	○	○	○
Giving directions and instructions to others.	○	○	○	○	○
Work that leads others in your organisation or community to look up to you	○	○	○	○	○

3

You will get a results screen with a list like the one below:



List your top 5 values below
1.
2.
3.
4.
5.

Record your top 3 values in your **About me** worksheet on page 54.

Well done! You have completed 3 of the 9 exploration quizzes.

Continue with the remaining 6 quizzes listed on page 6 to add information to your profile.

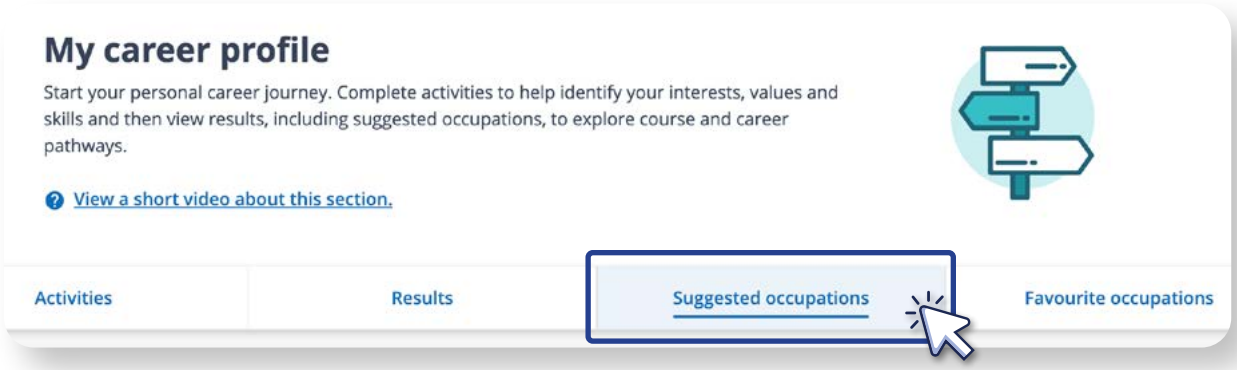
As you update and complete the activities, your results will refine your list of suggested occupations.

Now that you have a clearer idea of your personal characteristics, interests, skills, and values, you can look at occupations that might suit your profile.

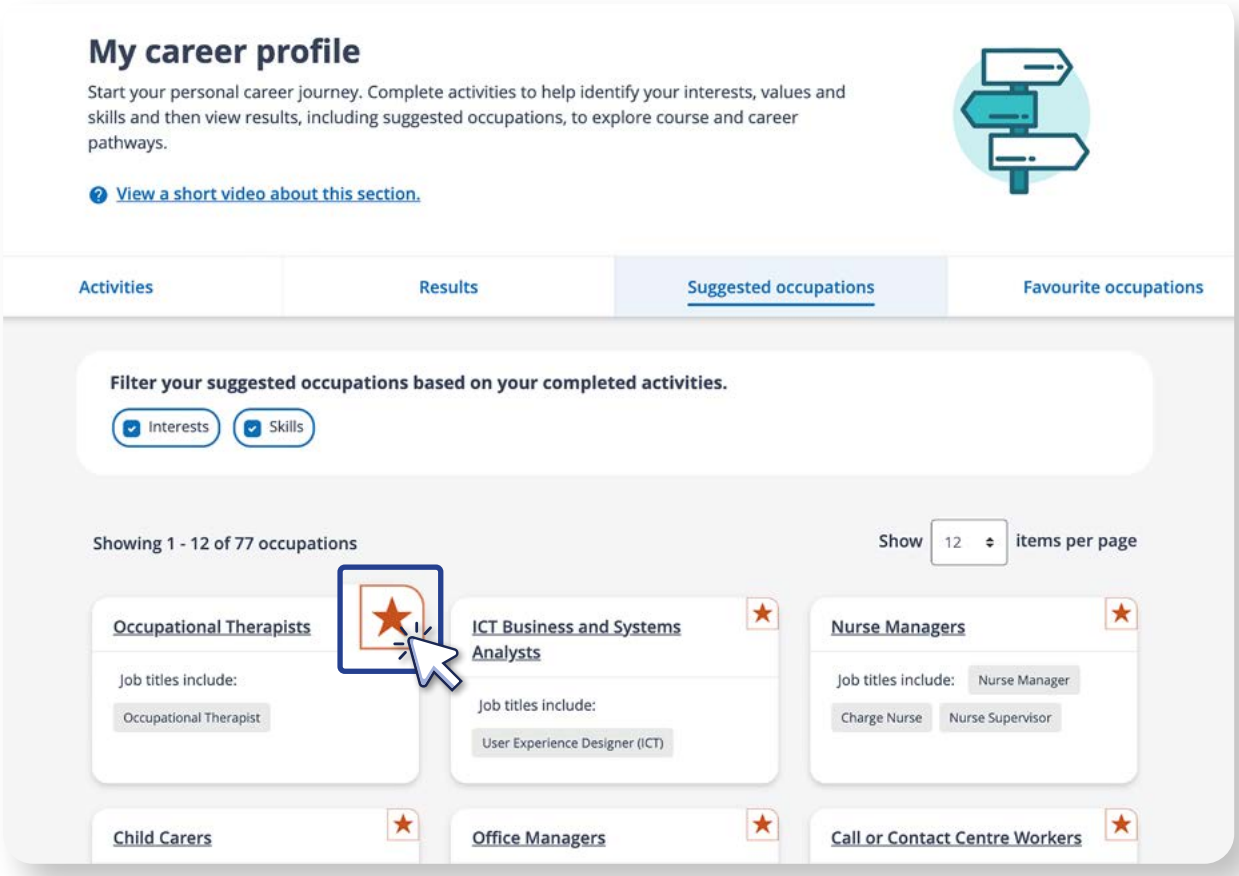
My career profile - suggested occupations

As a result of your choices, you have generated a list of suggested occupations based on your interests, skills and values.

1 Click **Suggested occupations.**



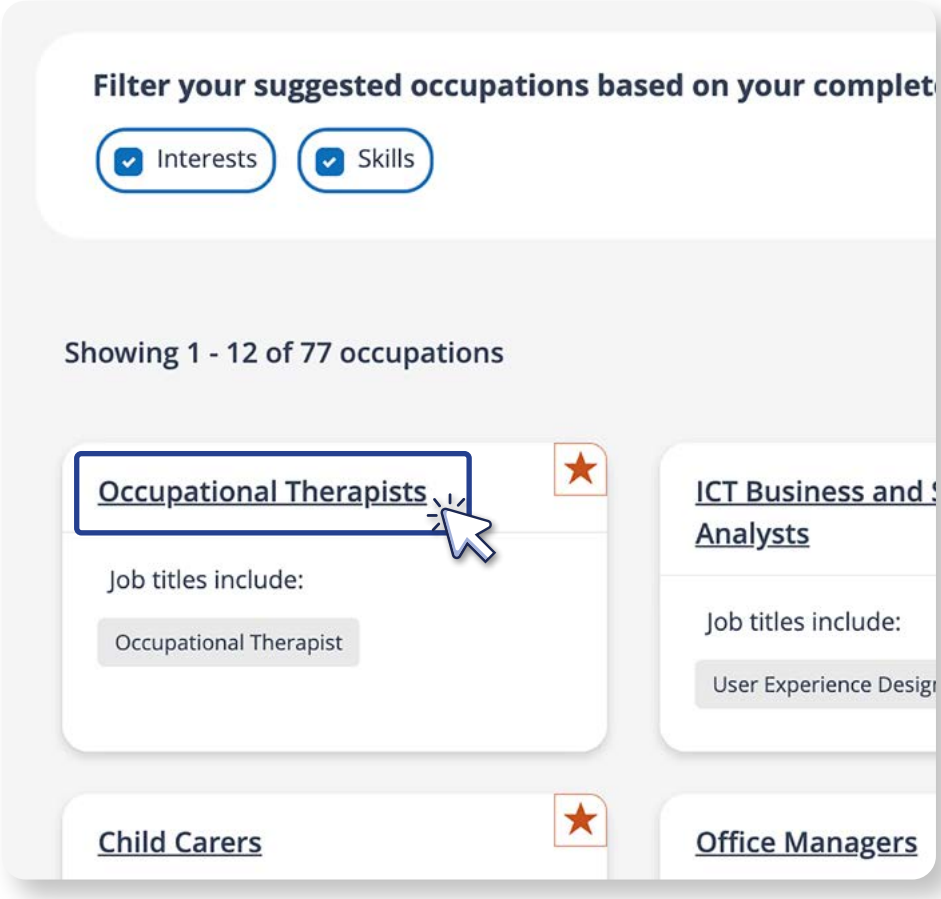
2 Adjust the suggested occupations by turning the activities filter on or off. Find out more about your suggested occupations by clicking on the job name. Add the listed occupations to your favourites by clicking on the star.



Write your top 3 favourite suggested occupations:
1.
2.
3.

3 Scan through the information on each job to understand more and use the tables on the next page to create a summary of your top 3.

Click on the **occupation name**.



Career prospects

Occupation 1	
Weekly pay	
Skill level	
Future growth	
Overview	
Overview of the job	
Job titles include	
Summary of the main tasks	
Education, training and skills	
Pathways	
Study fields related to this occupation	
Learning areas/ subjects	
Skills	
Similar occupations	
What interests you about this job and its related tasks?	

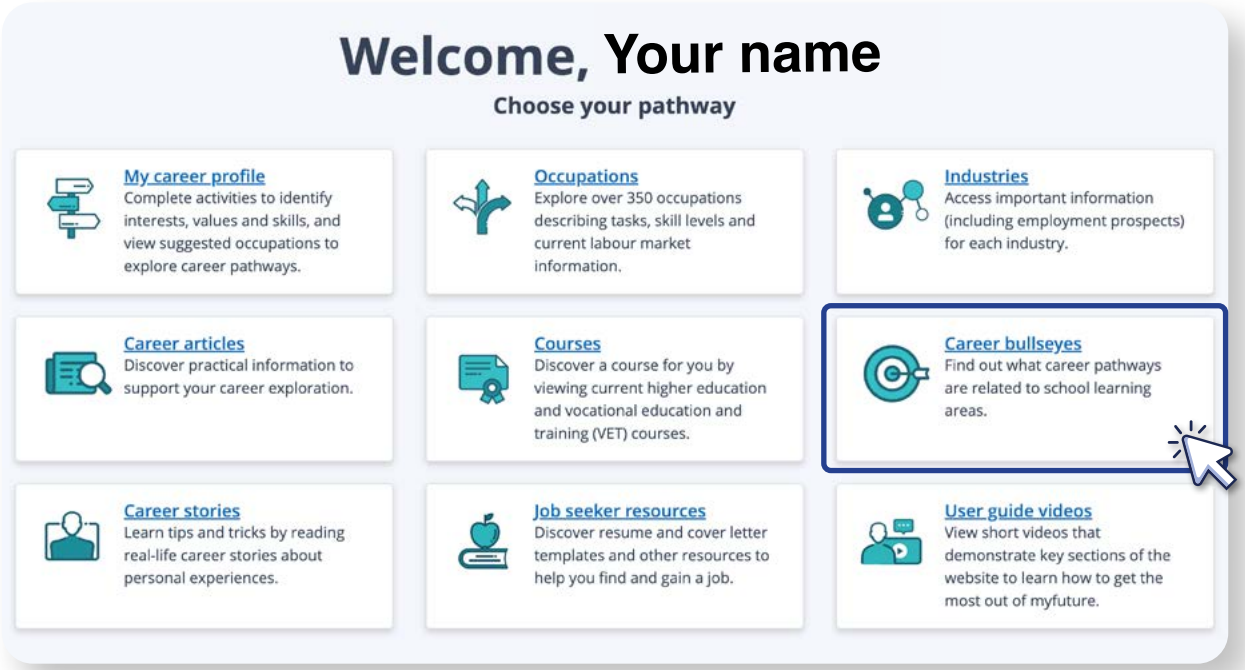
Occupation 2	
Weekly pay	
Skill level	
Future growth	
Overview	
Overview of the job	
Job titles include	
Summary of the main tasks	
Education, training and skills	
Pathways	
Study fields related to this occupation	
Learning areas/ subjects	
Skills	
Similar occupations	
What interests you about this job and its related tasks?	

Occupation 3	
Weekly pay	
Skill level	
Future growth	
Overview	
Overview of the job	
Job titles include	
Summary of the main tasks	
Education, training and skills	
Pathways	
Study fields related to this occupation	
Learning areas/ subjects	
Skills	
Similar occupations	
What interests you about this job and its related tasks?	

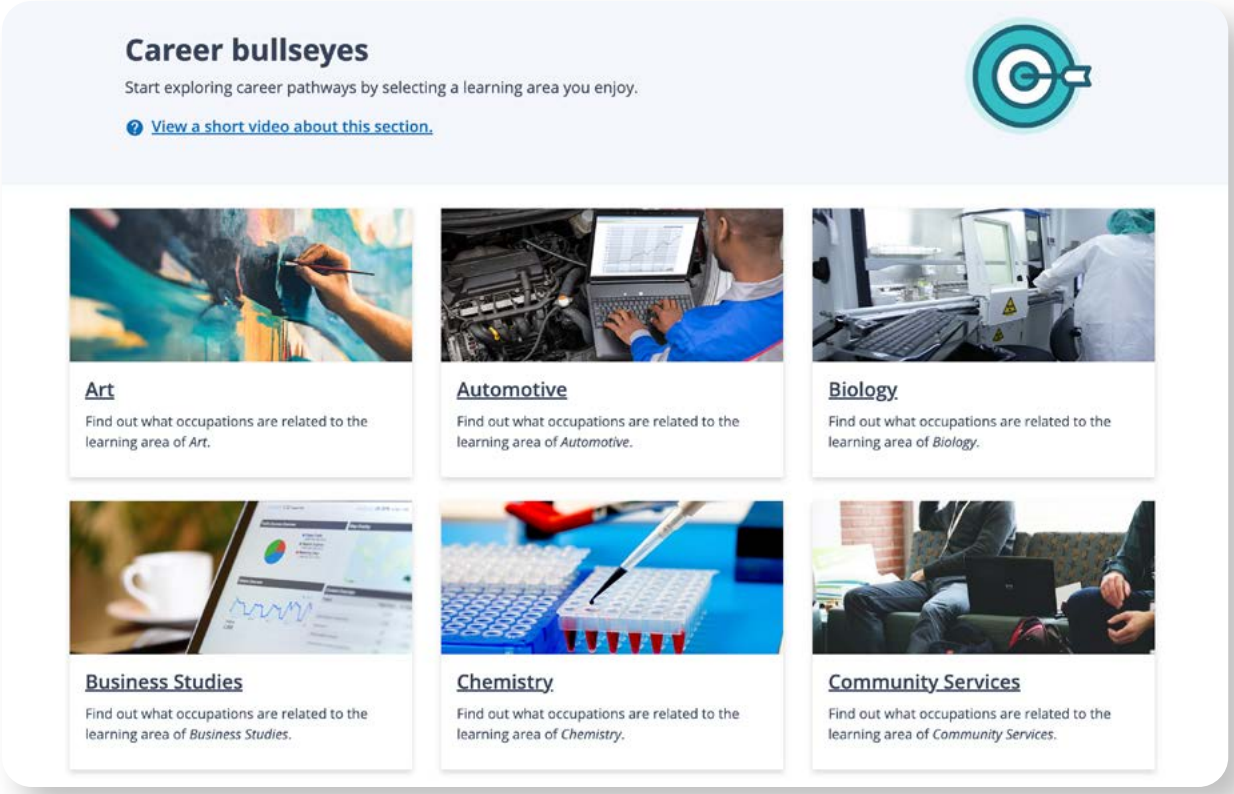
Career by learning area

1 Return to the Myfuture website.

Think about the career exploration activities you have completed. Go back to your welcome screen and click the **Career bullseyes**.



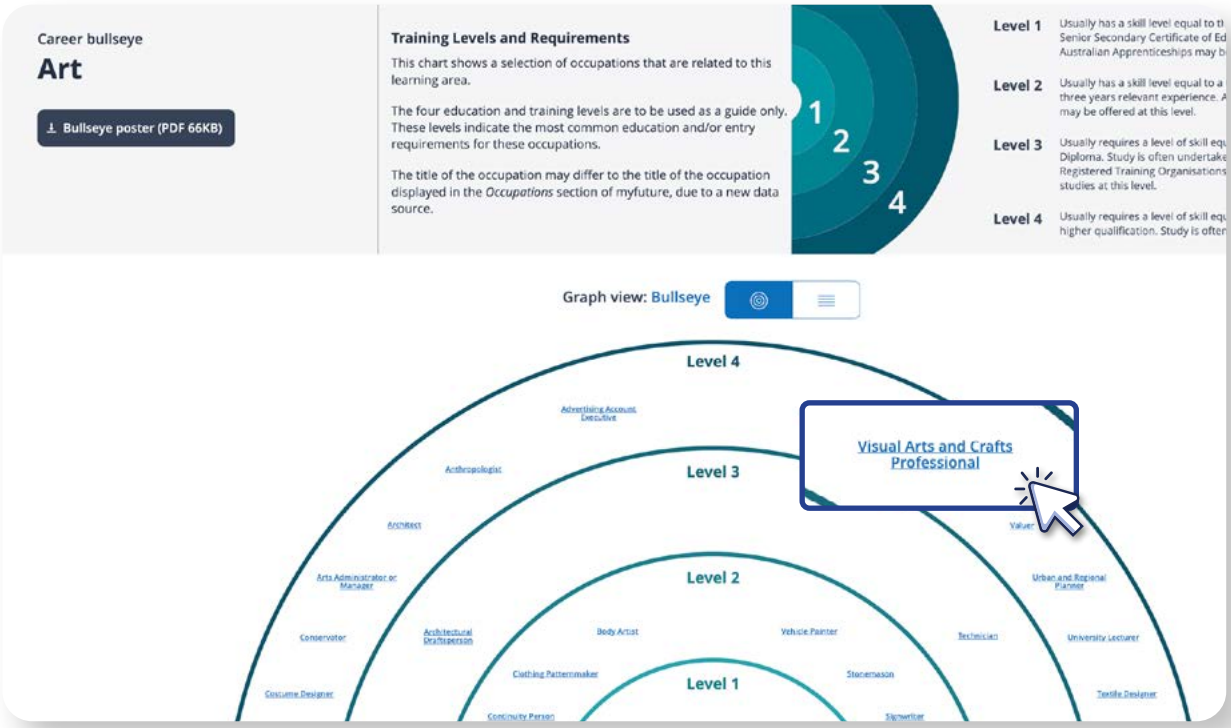
2 Have a look at the learning area and select the area of your choice.



3

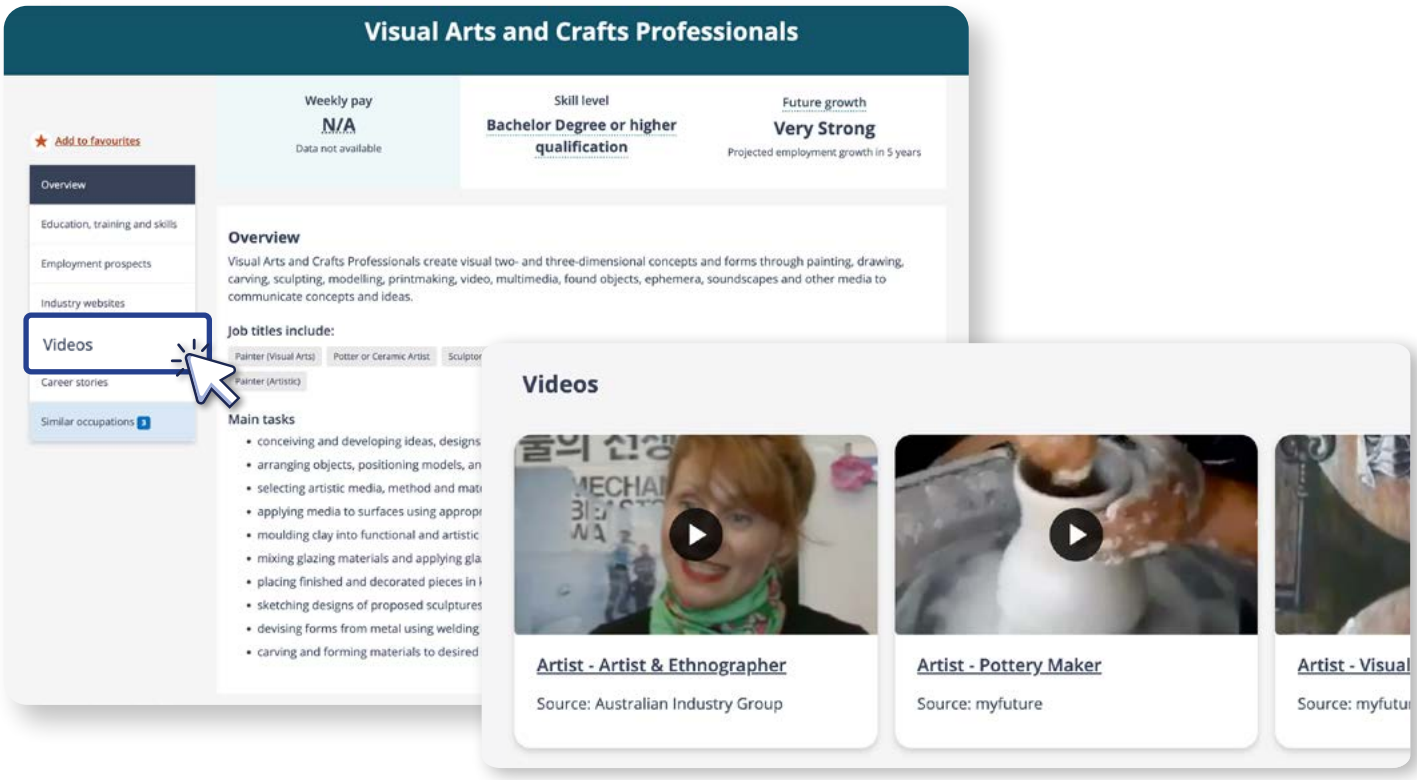
Read the information in the banner to understand the levels.

Select an occupation inside the bullseye.



Each occupation has detailed information, including:

- an overview
- education, training and skills
- employment prospects
- industry websites
- videos
- career stories
- similar occupations.



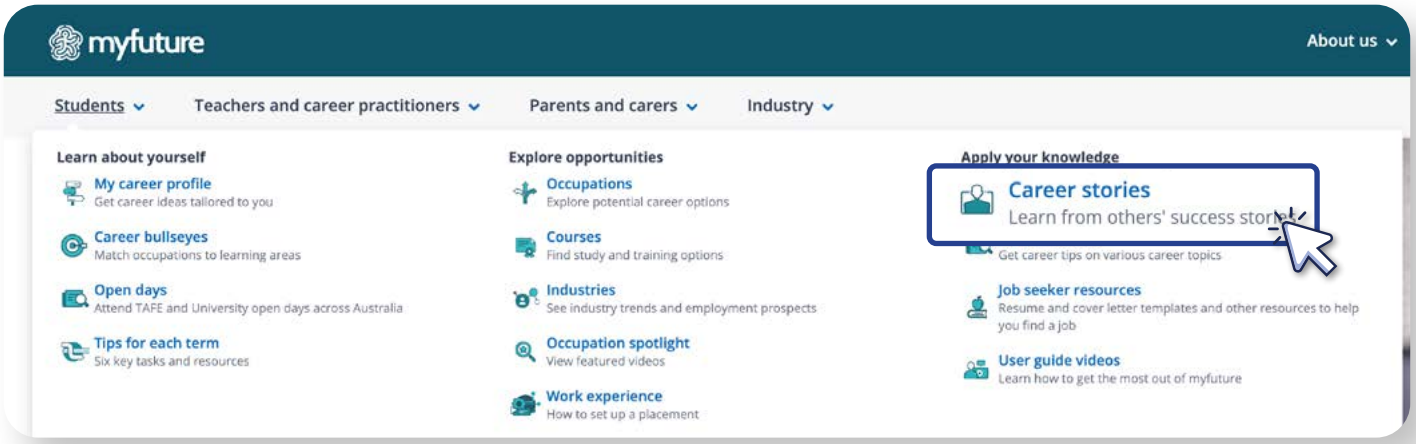
Choose 2 occupations that you find interesting and explore them further by clicking on them in the bullseye. In the chart below list some tasks you may perform in this occupation, the training levels and requirements and the prospects for each occupation.

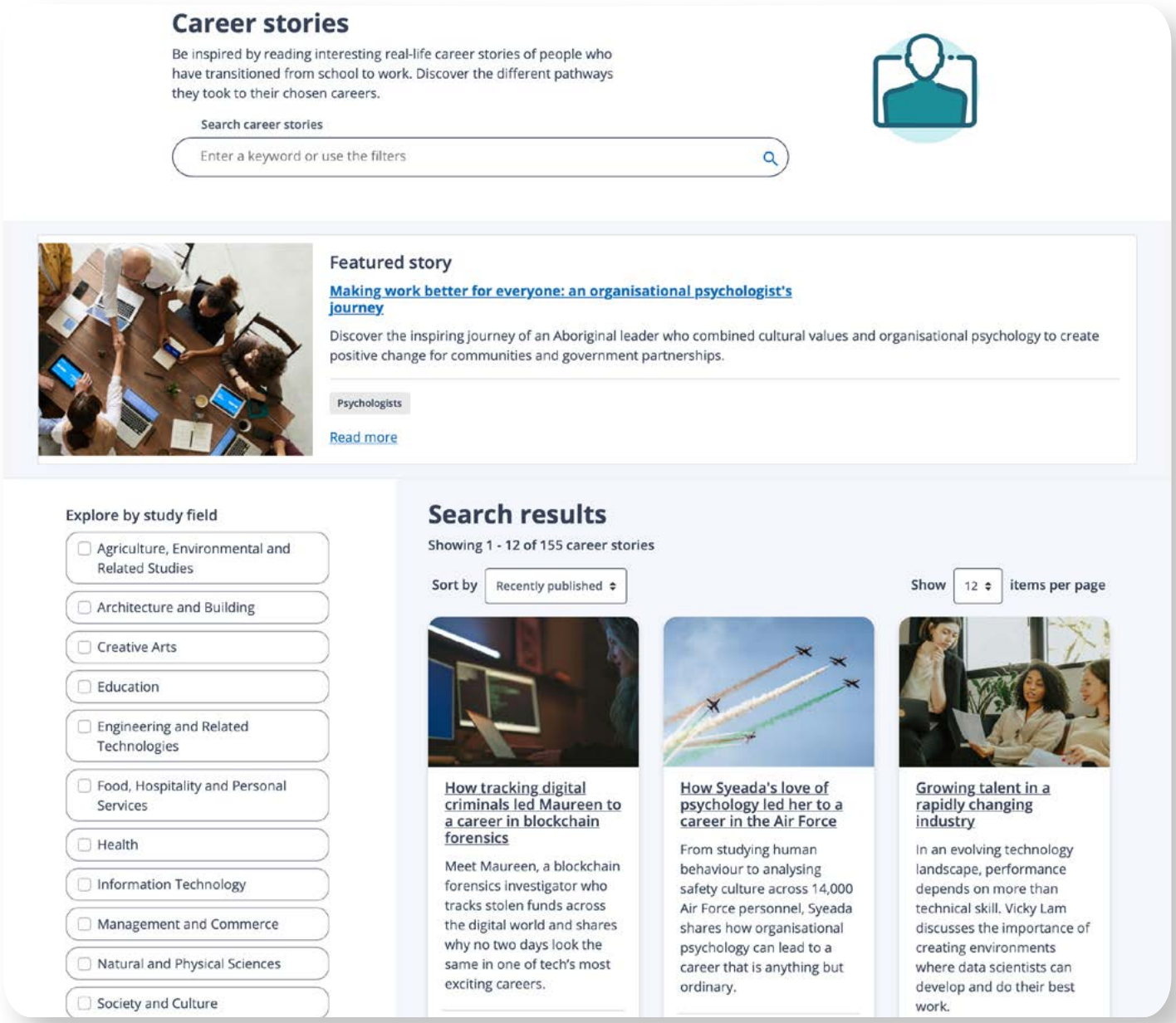
Occupation 1		
Overview	Pathways	Prospects
What interests you about this occupation?		

Occupation 2		
Overview	Pathways	Prospects
What interests you about this occupation?		

Career stories

Go to Students in the banner of Myfuture and click on Career stories, where you can find inspiring stories in the learning areas that you are interested in. Explore by topic or study field.





You have completed Part 1. You now have clarity about your values, characteristics, skills and interests, and have a list of occupations that interest you.

Without thorough research, you may invest in training or a job search only to find out:

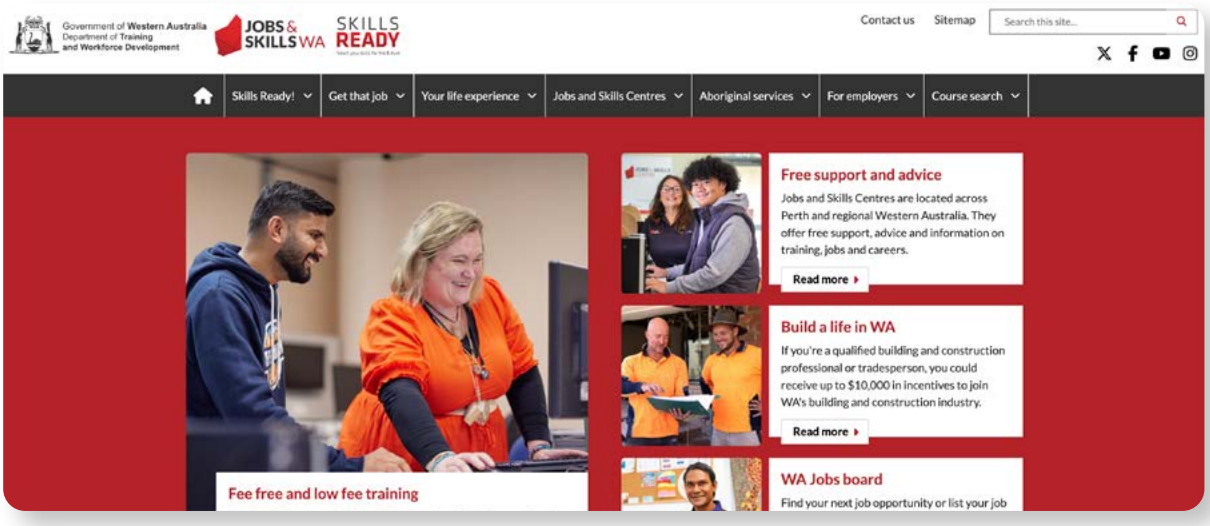
- the wages are not sustainable for your lifestyle
- the training is only offered out of state
- there are duties that you were not aware of and really don't like.

Part 2 will help you make an informed choice.

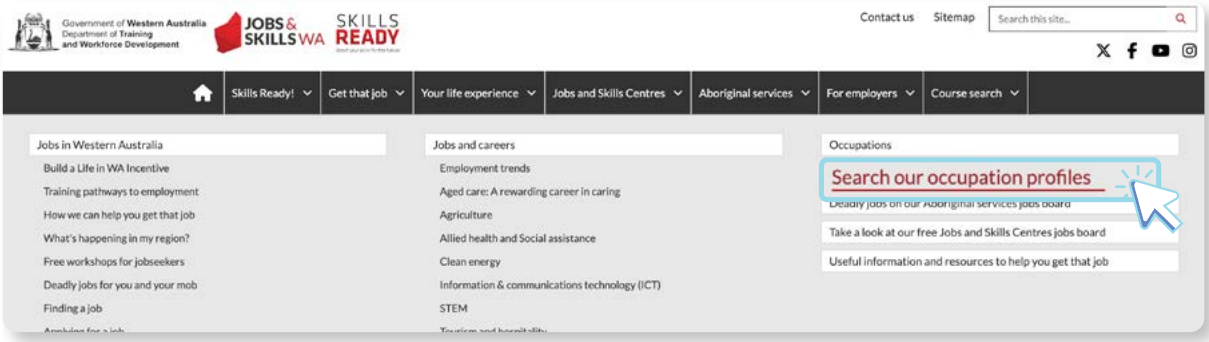
Part 2: Know the labour market

Jobs: Training and education requirements

1 Go to the **Jobs and Skills WA** website: jobsandskills.wa.gov.au



2 Click on the **Get that Job tab** and then **Occupations** to search various occupations that may be of interest to you.



Using the occupation profiles, search 2 occupations to research further. Use the table below to note the training listed and whether you can do an apprenticeship or traineeship.

Occupations to research further	Training available	Apprenticeships or traineeship available? (Yes or no)
1.		
2.		

Vocational education and training at your school

Vocational education and training (VET) focuses on providing skills for work. It covers many careers and industries like trades and office work, retail, hospitality and technology.

Qualifications range from Certificate II to Certificate IV, Diploma and Advanced Diploma. For many students, your school is the beginning of your training journey.

Certificate courses

Find out about certificates that are offered at your school. The VET Coordinator or Career Practitioner at your school is the person who will be able to help you.

If your school offers many certificates, list 3 certificates which interest you.	
Certificate I or Certificate II	Certificate III or higher
1.	
2.	
3.	

Which certificate is your first preference? What skills might you develop in this course?	
First preference	Skills you might develop in this course

Consider the following questions:
Why did you choose this course?
What makes it interesting to you?

Training through public and private Registered Training Organisations (RTOs)

Consider courses available outside of school. Some of these may be accessible to you whilst you are still enrolled in school. Other courses can be kept in mind for the future .

There are 5 TAFE colleges in Western Australia, with campus locations across the state. Information can be found on each TAFE college website below:

- **North Metropolitan TAFE** northmetrotafe.wa.edu.au
- **South Metropolitan TAFE** southmetrotafe.wa.edu.au
- **Central Regional TAFE** centralregionaltafe.wa.edu.au
- **South Regional TAFE** southregionaltafe.wa.edu.au
- **North Regional TAFE** northregionaltafe.wa.edu.au

On their websites, you can search for a course and use industry words to filter the search results, such as hairdressing, technology, construction.

In the industry area, click on a specific course you think might be right for you, for example, Certificate III in Hairdressing. This will bring up a screen with information about entrance requirements, location and employment opportunities.

A very important piece of information is the entrance requirements. Entry to TAFE is quite different from university admission. There may be a need to demonstrate or prove your skills, experience or academic achievement for competitive courses.

If you meet the entrance requirements for a course that interests you, it is worth seeking further information. If you do not meet the entry requirements, consider how you might acquire them (for example, if you would like to do a Certificate III, but it requires a Certificate II to enter, then look at the Certificate II course first).

Course information by industry area

Another way to explore TAFE course options is by industry. Search for the closest TAFE. Go to the Courses tab and click on an industry.

Identify an industry that interests you

When you find courses that interest you, and you meet the entry requirements, or are building towards meeting these requirements, focus on these courses and find out more detailed information.

You can download and print the course flyer.

Find and note details about 2 specific courses:

Course preference 1
At which campus/campuses is the course available?
Information about the course (for example, length and topics covered):
Entrance requirements:
Job opportunities:
Course preference 2
At which campus/campuses is the course available?
Information about the course (for example, length and topics covered):
Entrance requirements:
Job opportunities:

Admission to TAFE

Complete a qualification through TAFE, online or face-to-face on campus.

As part of the application process, you may be required to collect and present documents in a portfolio, such as:

1. a reference from work
2. your school reports
3. workplace learning feedback or report
4. practical or artistic samples (usually photographed)
5. evidence from other experiences, such as qualifications, volunteering.

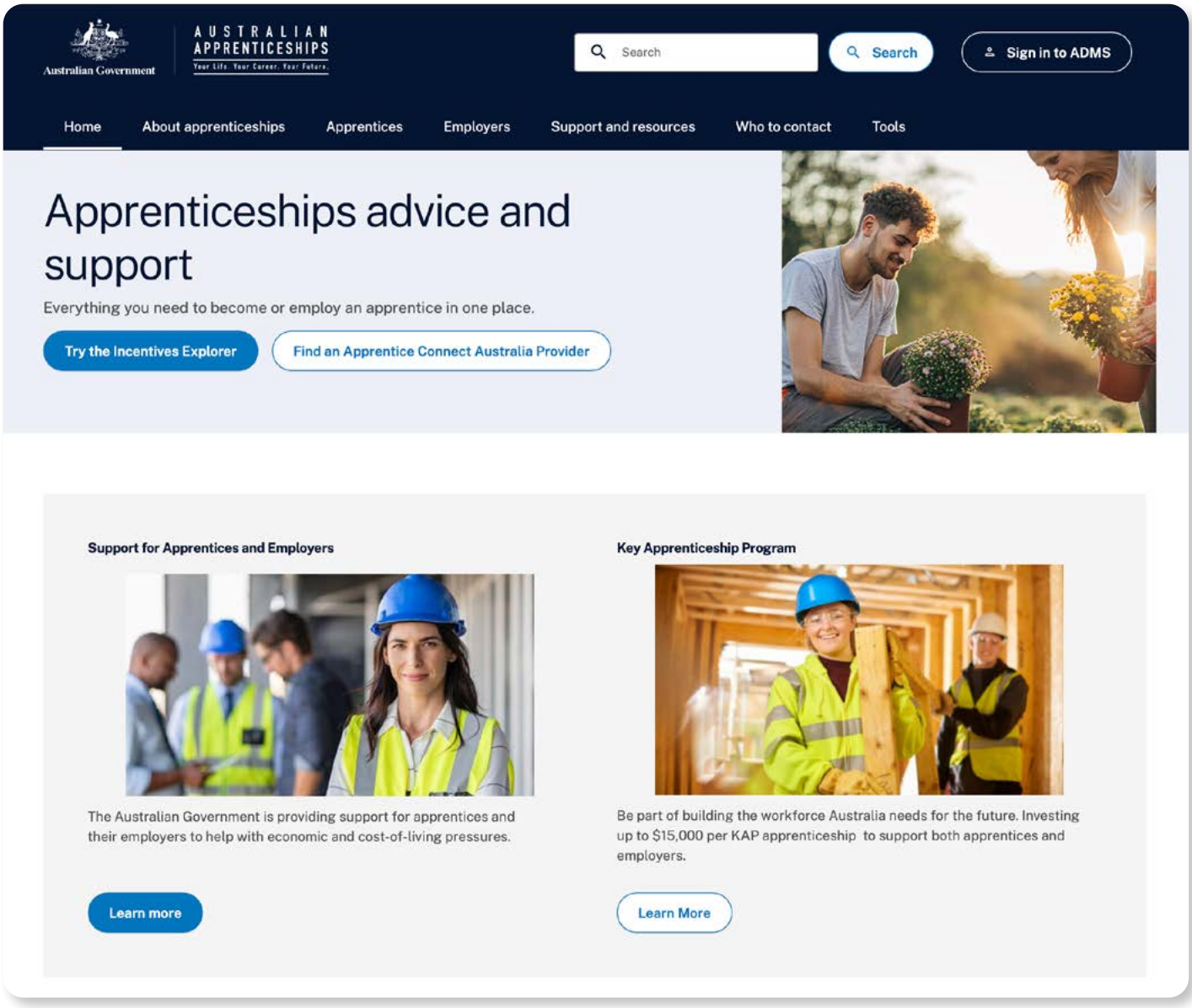
If you want to apply for a course, it is a good idea to seek the assistance of a school representative, such as a VET Coordinator, Career Practitioner or course counsellor.

You can contact the TAFE directly using the online contact us form.

Apprenticeships/traineeships

Visit the **Australian Apprenticeships** website at apprenticeships.gov.au and click on the **Skills Ready** tab to access up-to-date information about apprenticeships and traineeships to investigate the following:

- apprenticeships and traineeships
- how to get an apprenticeship or traineeship
- how to be prepared
- how to find an employer
- starting an apprenticeship or traineeship.


Australian Government
AUSTRALIAN APPRENTICESHIPS
Your Life. Your Career. Your Future.
Search
Search
Sign in to ADMS
Home
About apprenticeships
Apprentices
Employers
Support and resources
Who to contact
Tools
Apprenticeships advice and support
Everything you need to become or employ an apprentice in one place.
Try the Incentives Explorer
Find an Apprentice Connect Australia Provider
Support for Apprentices and Employers
The Australian Government is providing support for apprentices and their employers to help with economic and cost-of-living pressures.
Learn more
Key Apprenticeship Program
Be part of building the workforce Australia needs for the future. Investing up to $15,000 per KAP apprenticeship to support both apprentices and employers.
Learn More

Questions
What is an apprenticeship?
What is an Australian School-based Apprenticeship?
What is a pre-apprenticeship?

List 3 interesting facts about school-based traineeships or apprenticeships.
1.
2.
3.

List 2 ways to find an employer.
1.
2.

List 3 apprenticeships that interest you.
1.
2.
3.

List up to 3 pre-apprenticeship courses that interest you.
1.
2.
3.

Universities

Western Australian universities have brochures and information online. Sign up to their newsletters and follow them on social media to find out about upcoming events and information about courses. Each university has a dedicated centre for guiding and advising students.

Websites

1. **Curtin University ***
   curtin.edu.au
2. **Edith Cowan University ***
   ecu.edu.au
3. **Murdoch University ***
   murdoch.edu.au
4. **The University of Western Australia ***
   uwa.edu.au
5. **University of Notre Dame**
   nd.edu.au

TISC: University and the ATAR

Admission to the 4 public* universities of Western Australia and the University of Notre Dame (optionally) is processed through the Tertiary Institution Service Centre (TISC).

To find out more, go to their website: tisc.edu.au

University entry requirements are also available on the TISC website.
For the next activity, go to tisc.edu.au/static/home.tisc

Click on:

- Undergraduate
- Entry requirements
- Applying as a recent school leaver
- Admission years – on right of screen
- University admissions 2028

What are the general entry requirements for public university admissions for school leavers?

What is the ATAR?

Answer this question using information available at:
tisc.edu.au/static/guide/atar-about.tisc

Consider the following questions when formulating your response:

- What does ATAR stand for?
- What does an ATAR do?
- Who needs an ATAR?
- How many scaled scores do you need for an ATAR to be calculated?
- Will an ATAR allow you to apply for university admission?

Make a note of things that you need to investigate further. Who do you need to talk to?	
Topics I need to research further	Who can I talk to?

Research on university admission

In the boxes provided, list the courses and universities that you are most interested in. Record the **minimum ATAR** or other requirements needed for admission to those courses.

Check on the TISC website and the university websites/handbooks for any prerequisites.

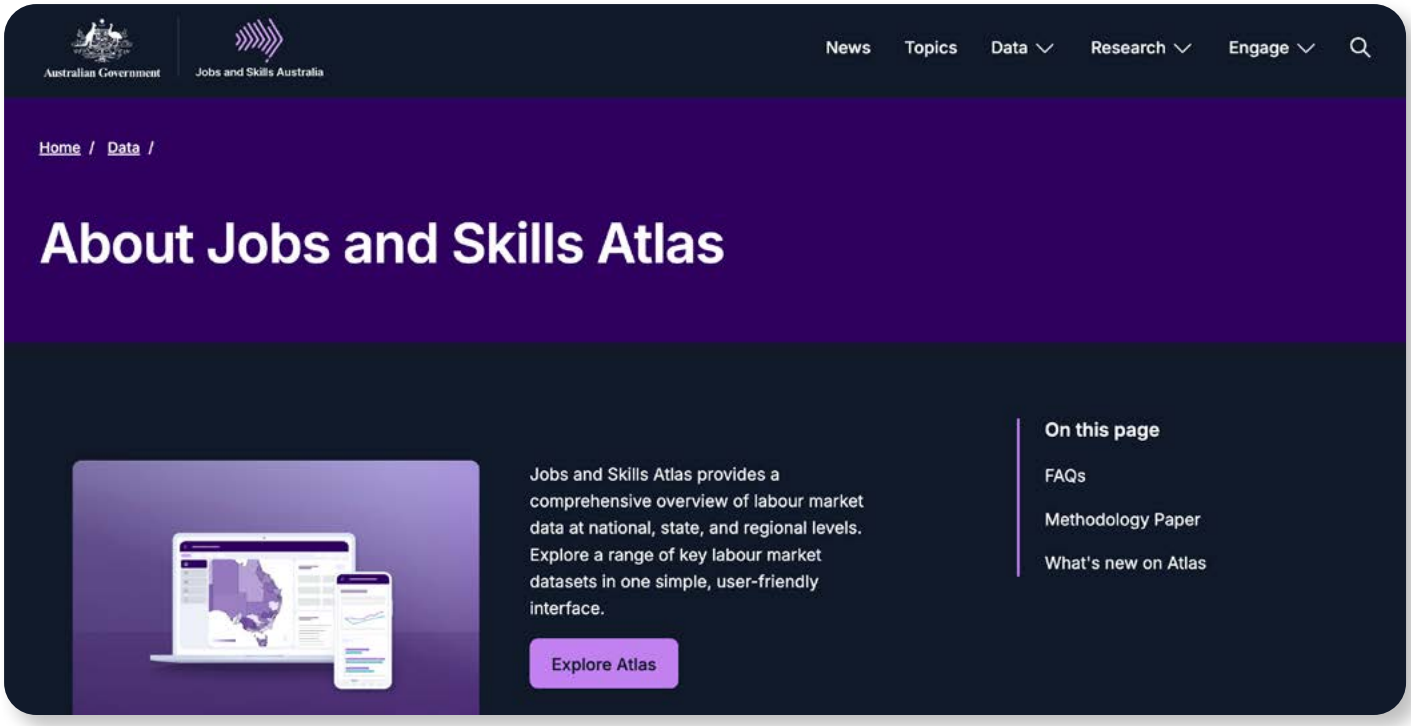
Option 1	Option 2
University	University
Course	Course
Requirements	Requirements

Option 1	Option 2
University	University
Course	Course
Requirements	Requirements

Future jobs and prospects

For further current information about the future jobs outlook and labour relations data in Australia, go to the **Federal Government careers** website at: yourcareer.gov.au/resources/australian-jobs-report

You can also discover more about individual occupations using the **Jobs and Skills Atlas**: jobsandskills.gov.au/data/jobs-and-skills-atlas



Western Australian Certificate of Education (WACE)

The Western Australian Certificate of Education (WACE) is awarded to secondary school students who satisfy the requirements.

> You will need to refer to this when completing your **WACE achievement plan** page 56.

1 General requirements

You must:

- demonstrate a minimum standard of literacy (reading and writing) and a minimum standard of numeracy
- complete a minimum of 20 units, or equivalents
- complete
  - at least four Year 12 ATAR courses **OR**
  - at least five Year 12 General courses and/or ATAR courses **OR**
  - a Certificate II (or higher) VET qualification in combination with ATAR, General or Foundation courses.

2 Literacy and numeracy standard

For WACE literacy and numeracy standard you may:

- pre-qualify through achieving Band 8 or higher in the reading, writing and numeracy tests of the Year 9 National Assessment Program - Literacy and Numeracy (NAPLAN), or;
- demonstrate the minimum standard of literacy and numeracy by successfully completing the relevant components of the Online Literacy and Numeracy Assessment (OLNA) in Year 10, 11 or 12.

3 Breadth and depth

You must complete a minimum of 20 units, which may include unit equivalents attained though VET and/or endorsed programs. This requirement must include at least:

- a minimum of ten Year 12 units, or the equivalent
- four units from an English course, post Year 10, including at least one pair of Year 12 units from an English learning area course
- one pair of Year 12 units from each of List A (arts/languages/social sciences) and List B (mathematics/science/technology) subjects.

4 Achievement standard

You must achieve at least 14 C grades or higher (or equivalents) in Year 11 and Year 12 units, including at least six C grades (or equivalents) in Year 12 units.

5 Unit equivalents

Unit equivalents can be obtained through VET qualifications and/or endorsed programs. The maximum number of unit equivalents available through VET and endorsed programs is four Year 11 units and four Year 12 units with a maximum of four units with endorsed programs - two in Year 11 and two in Year 12.

Note:

1. Information about courses for Year 11 and Year 12 students can be found at: scsa.wa.edu.au/publications/wace-manual
2. More information about Year 11 and 12 curriculum can be found on the School Curriculum and Standards Authority (SCSA) Student information page: student.scsa.wa.edu.au

Part 3: Put it all together

My pathway planning tool

Use your pathway plan to design your future.	
Hello, my name is:	
Below is some information about me and my future aspirations.	

About me

Using the information from Part 1, fill in your top 3 responses for each of the sections below.

Interests	Achievements at school
1.	1.
2.	2.
3.	3.

Values	Weaknesses
1.	1.
2.	2.
3.	3.

Achievements outside of school
1.
2.
3.

My current career options

Complete the below chart for your 2 shortlisted careers. Remember, this information may change.

Career option 1	
This career involves:	
The course/training I need to complete is:	
Prerequisites required and/or subjects recommended are:	

Career option 2	
This career involves:	
The course/training I need to complete is:	
Prerequisites required and/or subjects recommended are:	

My WACE achievement plan

Create a selection of courses that you might consider for Year 11.

Step 1: Read through the information on page 51-52.

Step 2: Read through your school's directory of what courses are being offered this year.

Step 3: Highlight courses that interest you based on your shortlisted career options.

Step 4: Talk to your teachers, parents/guardians, mentors to gain their thoughts on your possible choices.

Step 5: Write your choices down in the table on the next page.

My WACE achievement plan	
Selection from list A	Selection from list B
Two reserves from list A	Two reserves from list B

ATAR, General or VET pathway? Combination?
If VET is one of your options, what qualification/s are you interested in?
Endorsed programs, e.g. workplace learning

You have now completed this workbook.

Remember that building a career is an ongoing, lifelong process that will lead to work satisfaction if based on a good understanding of yourself and the labour market.

Notes

Notes

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