

Becoming work ready

Career planning

Career planning reflects choices, decisions and transition points over a lifetime. Early career planning uses the knowledge of an individual's skills, qualities, motivations, career and personal goals to create a plan.

A career plan often involves steps, such as:

- trialling different types of jobs, work or careers through work experience
- choosing further education or training to gain the skills, knowledge and qualifications
- entering the workforce at an entry level, while learning or with a qualification
- upskilling to develop the knowledge, skills and attitudes to meet career goals.

Work placement learning and work experience is available to secondary students as well as vocational and higher education students. Look for high quality learning experiences that offer a realistic and engaging insight into an industry, job or career.

Work Placements	
Access work placements in government agencies	https://ikon.education.wa.edu.au/-/organise-secondary-student-work-placements-in-government-agencies Support for senior secondary students to access work placements in state and local government agencies.
Careers at Council	https://www.careersatcouncil.com.au/entry-level-opportunities/ Local government work experience and entry level jobs.
Workforce Australia	https://www.workforceaustralia.gov.au/individuals/jobs/search Workforce Australia Jobs Board work experience options.
Australian Unions	https://worksitesite.australianunions.org.au/making-the-most-out-of-work-experience/ A guide for work experience with a diary and questions to ask.

Support is available to help young people transition from secondary school into vocational education and training (VET) programs. Some learning programs focus on developing skills in workforce shortage areas, which is helpful for young people (and parents or carers) who are seeking reassurance that they will find a job after training. Upskilling might include informal learning programs to develop the knowledge, skills and attitudes required to meet personal and career goals.

Vocational education and training (VET)	
My Skills	https://www.myskills.gov.au/ Search VET courses, occupations and registered training organisations (RTO) and compare duration, fees, outcomes and locations. https://www.myskills.gov.au/information/choosing-a-training-provider/ Questions to ask when choosing an RTO.
Skill Finder	https://www.skillfinder.com.au/ Free online course marketplace to access over 3000 online courses provided by the world's leading tech companies mostly for free.
Jobs and Skills WA	https://www.jobsandskills.wa.gov.au/jobs-and-skills-centre Jobs and Skills Centres WA provide careers, training and employment advice and assistance. https://www.jobsandskills.wa.gov.au/skillsready Information on qualifications, short courses and skill set training courses offered in WA that have reduced fees.
TAFE WA – Future students	Central Regional https://www.centralregionaltafe.wa.edu.au/ North Metropolitan https://www.northregionaltafe.wa.edu.au/ North Regional https://www.northregionaltafe.wa.edu.au/ South Metropolitan https://www.southmetrotafe.wa.edu.au/ South Regional https://www.southregionaltafe.wa.edu.au/

Apprenticeship or traineeship pathways are a structured VET study arrangement combined with paid on-the-job training. There are formal requirements to meet: there must be an apprentice or trainee, an eligible qualification, an employer, an RTO and an Australian Apprentice Support Network provider and a completed Training Contract.

Some programs are offered to secondary school students.

Apprenticeship and traineeship pathways	
Apprenticeship Office	https://www.dtwd.wa.gov.au/apprenticeship-office Information on the apprenticeship system in WA, including the register of qualifications, training contracts and trade certificates.
VET delivered to secondary students	https://www.dtwd.wa.gov.au/training-providers-and-schools/vet-schools Information for schools and teachers on the VET programs offered in schools, this includes: <ul style="list-style-type: none"> • school-based apprenticeships and traineeships (SBAT) • pre-apprenticeship (PAiS) and pre-traineeships offered in schools • the Aboriginal school-based training program (ASBT)
Australian Apprenticeships Pathways	https://www.aapathways.com.au/students Australian Apprenticeships Pathways resources for students.
Australian Apprenticeships	https://www.australianapprenticeships.gov.au/apprentices Information on apprenticeship pathways for people interested in an apprenticeship or traineeship.
Australian Apprentice Support Network (AASN)	https://www.australianapprenticeships.gov.au/about-aasn AASN provide services from pre-commencement to training completion including the completion of the training contract. Choose from: Apprenticeship Support Australia WA (All WA) https://asa.cciwa.com/ The BUSY Group (All WA) https://www.busyatwork.com.au/ MEGT (Perth and surrounds only) https://www.megt.com.au/
Group Training (GTO)	https://www.australianapprenticeships.gov.au/group-training An explanation of the role of a Group Training Organisation (GTO) with a searchable national register of GTOs.
Busy at Work	https://www.busyatwork.com.au/apprenticeships-traineeships/ Induction guide with checklists to get started, responsibilities and helpful information and answers to frequently asked questions.
Apprenticeship Support Australia	https://outlook.office365.com/owa/calendar/CareersRecruitment@cciwa.com/bookings/ Careers and recruitment services which includes job seeker consultation, mentoring support and the school-based traineeship advisory service.
MEGT	https://www.megt.com.au/about-us/services/career-hub-apprentices-and-trainees Job Seeker Toolkit which includes employability skills, job hunting, interview tips, job applications, cover letter and resume templates.

For young people interested in higher education, there are options to explore courses, entry requirements and compare graduate outcomes and career pathways.

Explore training, education, and career pathways	
Course Seeker	https://www.courseseecker.edu.au/ Search and compare courses from different higher education institutions with admissions requirements, study options, fees and student outcomes.
Compare higher education institutions	https://www.qilt.edu.au/ The Quality Indicators for Learning and Teaching (QILT). https://www.compared.edu.au/ Explore and compare higher education institutions and study areas based on student experience and graduate outcomes.
Beyond school study guide.	https://cica.org.au/wp-content/uploads/Beyond-School-Study-Guide.pdf A guide to tertiary study options and government assistance.
Applications to study	Applications to study in Australia are generally made through a state-based admissions centre. In WA, Tertiary Institutions Service Centre: https://www.tisc.edu.au/static/home.tisc There is also a course search option and key dates for applications. Interstate: https://www.uac.edu.au/future-applicants/how-to-apply-for-uni/apply-to-interstate-unis General information for a few international study destinations: United States of America: https://educationusa.state.gov/ United Kingdom: https://study-uk.britishcouncil.org/ European Union: https://education.ec.europa.eu/study-in-europe
Graduate program or job	https://au.gradconnection.com/blog/students/post/graduate-programs-vs-graduate-jobs/ Key differences outlined between the 2 graduate work options.
Graduate recruitment process	https://au.gradconnection.com/blog/students/post/graduate-recruitment-process-overview/ Many of the large graduate and internship programs follow a similar graduate recruitment process. Some programs are highly competitive.
WA Government	https://www.wa.gov.au/government/multi-step-guides/place-of-opportunity WA Government offers graduate or cadetship programs. This includes a list of high priority qualifications by agency and the key recruitment dates.