

Department of **Education**

GOVERNMENT OF WESTERN AUSTRALIA

INDIVIDUAL PATHWAY PLANNING

Year **12**

Pathway planning enables you to explore, identify and evaluate the learning and work pathways available and recognise opportunities, make connections and prepare for transitions.

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In Year 12 pathway planning provides the opportunity for you to prepare for the rapidly changing world of work and navigate your future.

Profile	
MYNAME	START DATE
SCHOOL	

THE FUTURE OF WORK¹

AUTOMATION	Ever-smarter machines performing ever-more-human tasks
GLOBALISATION	Our workforce goes global and the global workforce comes to us
COLLABORATION	Many jobs, with many employers, often at the same time

These three economic drivers will change the way we work and the work we do in the next 15 years.

You will need to build a set of work capabilities that help you seek and gain employment across a range of jobs. These work capabilities will transfer across many jobs and are vital to your career development.

Challenges and change will provide opportunities to learn new knowledge and skills along the way. Pay attention to each step and be prepared for new possibilities and new destinations.

> **Give yourself a definition of success** What does success look and feel like to you? What is your definition of success?



1 http://www.fya.org.au/2015/08/23/media-release-young-people-hardest-hit-by-new-work-order/

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 as a result of these achievements.				
1	2	3		
Reflect on	What do these achievements say about you? any results of quizzes and tasks from <u>myfut</u> evious individual pathway plans, your resum	ure.edu.au		
*	le la companya de la			

INTERESTS

Describe any special interests you have including work capabilities and connections you have developed in these areas.

1	2	3

Summarise how these interests and skills have helped shape what you understand about yourself.

REFLECTION AND REVIEW

WORK HISTORY List the work experiences you have had and consider how these have helped to develop your skills. HINT: Ensure this is transferred to your resume.			
Work context	Type of work	Key responsibilities	Capabilities developed

Describe your work history using your key responsibilities and skills developed during this time.

CAPABILITIES THAT MAKE YOU ENTERPRISING

Access the Foundation for Young Australians site and consider how you are developing these enterprise skills or work capabilities

Here are the work capabilities you will need to get a job

You are transitioning at a time when alternative wor arrangements such as self-employment, temporary, contract work and agency work are increasing. Work capabilities are critical for work in this environment.		think 2 Underline the work capabilities you feel need further development.
	SKILL	HIGHLY SKILLED
COGNITIVE & META COGNITIVE		
Creativity		······
Critical thinking		<u>۱</u>
Foundation literacies (inc: literacy, numeracy and digital literacy)		<u>.</u>
Problem solving		ttttttt
PERSONAL & SOCIAL Cultural responsiveness		· · · · · · ·
Ethical integrity		······
	·····	······
Teamwork & collaborate	·······	· · · · · · · · · · · · · · · · · · ·
COGNITIVE TRANSITIONAL		
Adaptability & resilience		······
		+
Planning & organisation		······

Consider how you are going to project yourself online and be aware how your online activities 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. (200–300 words)

(Consider what you have done including your top three achievements, what these achievements say about your abilities, values and passions, and what your aspirations are for the next 3–5 years.)

HINT: Save this in your portfolio

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-	COURSES OR PROGRAMS I AM	Results	Am I on track?		ON AND REVIEW	
-	STUDYING THIS YEAR		YES/NO	What do I	need to do to stay on track?	
						1
						1
-						
						2
						4
	VET QUALIFICATIONS	Proportion of units completed.	Am I on track?		ON AND REVIEW	
	VETQUALIFICATIONS	E.g. 4/12	YES/NO	What do I	need to do to stay on track?	
-						
	OUT OF SCHOOL ACTIVITIES					
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Comparing universities and training options is a way to help you make informed decisions about your post-school pathway.

Make a shortlist of options you are considering. Use the links or sites listed below to unpack the study or training options.

University study areas:	Choosing a university o http://www.qilt.edu.au	<u>or higher education instit</u>	<u>ution</u>
Agriculture, Environment & Related Studies	Architecture & Building	Creative Arts	Education
Engineering & Related Technologies	Health	Information Technology	Management & Commerce
Natural & Physical Sciences	Society & Culture	Tourism, Hospitality & Personal services	
Training industries:	<u>myskills</u> ² http://www.myskills.gov.au		
Agriculture	Arts and Culture	Education & Training	Design
Engineering	Business	Health and Safety	Tourism, Hospitality & Personal Services
Information Technology	Environment	Government	Transport
Sport and Recreation	Food & Services	Technology	Utilities
			NO. BUDIE.
👰 MY SHORTLIST	1		
	2		
	3		

Unpacking the options

Course or career	
University/training/ employer	
Institution	
Entry requirements	
My 'go to' people	
Helpful websites	
Dates I need to know	
Scholarships/travel/ exhange/financial support	

2 Australian Government – Department of Education and Training — myskills



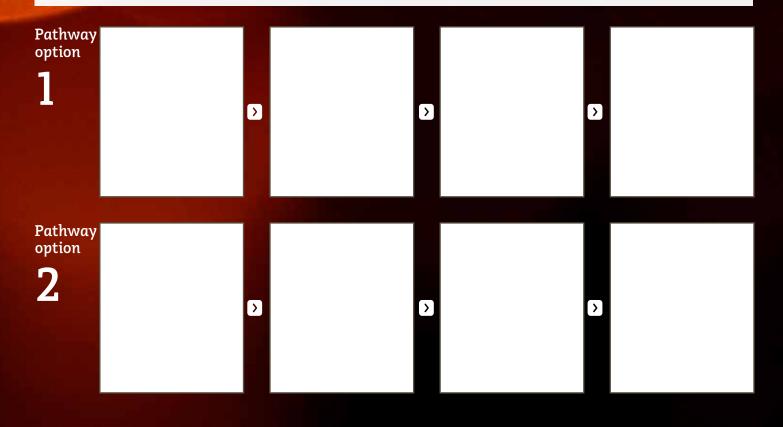
Course or career

Course or career	
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Education and training pathways move from Level one³ (Certificate I) through to Level 10 (Doctorate). The levels are an indication of the complexity, depth and autonomy required to meet the requirements of each level.

There are a number of pathway options available to students undertaking a qualification.

Choose one of the careers from your shortlist and design two alternate pathways that will take you to a Bachelor Degree in that career. Useful resources for this activity are the <u>VET industry specific</u> <u>syllabuses</u> pathway documents located on the School Curriculum and Standards Authority website.



3 Australian Qualification Framework AQF

Success is where preparation and opportunity meet.

BOBBY UNSER

What's in my portfolio?	Yes	If you need it, identify what needs	By when	
P-	\checkmark	to be done to get it		
Up-to-date curriculum vitae.			/	/
Sample cover letter			/	1
Contact details of two referees			/	1
Examples of my best work samples - media, photographs			/	1
School reports			/	1
Certificates and awards			/	1
Nationally recognised qualification Statement of Results (VET certificates)			/	1
WorkSafe SmartMove certificates			/	/
Workplace learning supervisor's report			/	/
Workplace learning logbook and skills journal			/	1
Employer reference letter			/	1
Personal reference letter			/	/
Formal training EG: white card; RSA; FoodSafe; infection control; first aid certificate			/	1
Tax File Number			/	1
Working with Children Check			/	1
Unique student identifier ⁴			/	/
Pathway research/plan/network list			/	1
Volunteering — evidence			/	1
Other:			/	1

4 USI- VET students will need to apply for this 10 digit number prior to any future training.



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?

Let people know you are looking for employment and be ready for opportunities 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 skills set?

> Have you considered that you may not find employment immediately?

What type of card

(debit/credit/other) you should get?

Have you spoken with your employer if your availability for work hours has changed?

Do you have an ABN for any self-employment opportunities? How do you plan to maintain your connection with others while you are seeking work? • sport • volunteering • work-experience

QUICK LINKS

Tertiary Institutions Service Centre	https://www.tisc.edu.au/static/home.tisc
Career insight – myfuture	http://myfuture.edu.au/career-insight?pi=1
Skillsroad	http://www.skillsroad.com.au/my-account/my-careers-quiz-(1)
STEM career resources	http://riaus.org.au/all-programs/education/stem-career-packs
Australian Apprenticeships	http://www.australianapprenticeships.gov.au
Australian Apprenticeships Pathways	http://www.aapathways.com.au/Home
Government loans for students	https://www.education.gov.au/government-loans-students
HELP and other information- Department of Education and Training	https://www.education.gov.au/help-and-other-information
Study Assist	http://studyassist.gov.au/sites/StudyAssist

OTHER TO DO'S:

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 in light of your changing needs, new opportunities and chance happenings. Use an item from your post-school planning and develop an Action plan

Plan	Start Date:
Objective Where to from here?	
Why is this important to you now?	
What do you know about yourself that will affect this plan? Consider some challenges.	
What other challenge may stop you from working your plan?	
What do you know about yourself that will affect this plan? Consider your strengths and skills.	
Who could support you? Why would you choose this person?	
Who else could support you? Why would you choose this person?	
What resources do you need to action your plan?	
Are there any additional networks or community resources that could help you?	



WHAT NEXT?

What steps will you take?

	What?	With whom?	By when?
1			
2			
3			
4			
5			

How will you identify your success? (Consider your definitions on page 2)

Detail any plan modifications

Review and reset

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What happened - were you successful? Did you meet your objective? fertil any plan moulf leacton

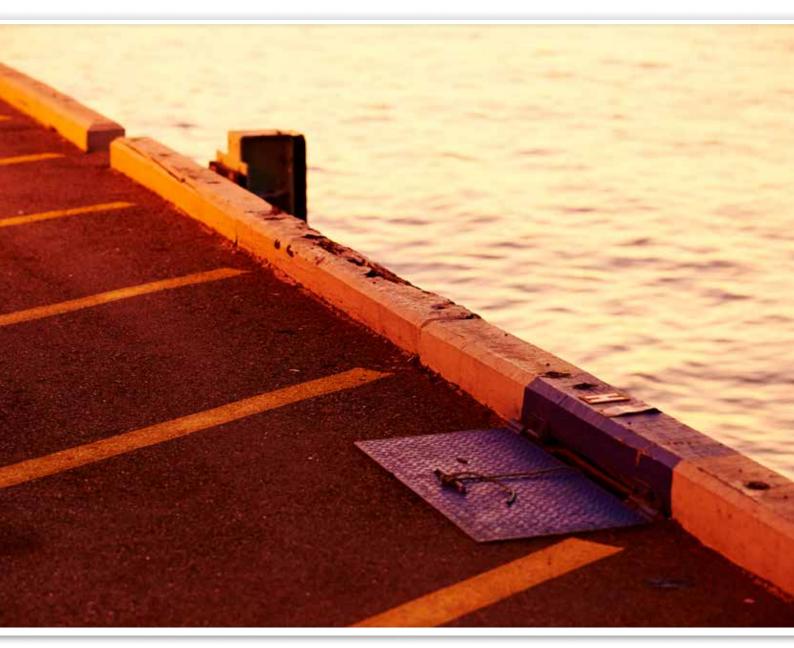
Student signature:

Review date: / /

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Development of this Individual Pathway Planning resource has been guided and informed by the:

Australian Blueprint for Career Development, Commonwealth of Australia, 2010

Western Australian Guidelines for Career Development and Transitions, Commonwealth of Australia, 2012

* FYA (Foundation for Young Australians) (2015) The New Work Order: ensuring young Australians have skills and experience for the jobs of the future not the past. Foundation for Young Australians: Melbourne. All location photography used in this booklet was shot in Perth and Fremantle, Western Australia.