

INDIVIDUAL  
PATHWAY PLANNING

# 6. Prepare

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



Pathway planning provides the opportunity for you to prepare for the rapidly changing world of work and navigate your future.

## Profile

MY NAME

START DATE

SCHOOL

# THE FUTURE OF WORK<sup>1</sup>

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

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?

<sup>1</sup> <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

What do these achievements say about you?

Reflect on any results of quizzes and tasks from [myfuture.edu.au](http://myfuture.edu.au)

Review any previous individual pathway plans, your resume and portfolio.

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### 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.

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## 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 work arrangements such as self-employment, temporary, contract work and agency work are increasing.

**Work capabilities are critical for work in this environment.**

**1** Rate the work capabilities you think you have.

**2** Underline the work capabilities you feel need further development.

NO SKILL

HIGHLY SKILLED

#### COGNITIVE & META COGNITIVE

Creativity

Critical thinking

Foundation literacies

(inc: literacy, numeracy and digital literacy)

Problem solving

#### PERSONAL & SOCIAL

Cultural responsiveness

Ethical integrity

Interpersonal skills & communication

Teamwork & collaborate

#### COGNITIVE TRANSITIONAL

Adaptability & resilience

Initiative

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)

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(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

COURSES OR PROGRAMS I AM STUDYING THIS YEAR	Results	Am I on track? YES/NO	REFLECTION AND REVIEW What do I need to do to stay on track?
VET QUALIFICATIONS	Proportion of units completed. E.g. 4/12	Am I on track? YES/NO	REFLECTION AND REVIEW What do I need to do to stay on track?
OUT OF SCHOOL ACTIVITIES			

## CREATING A SHORT LIST

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 or higher education institution

<http://www.qilt.edu.au>

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: myskills<sup>2</sup>

<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



#### MY SHORTLIST

1

2

3

## 1 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/ exchange/financial support	

## 2 Course or career

Course or career	
University/Training/ Employer	
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Dates I need to know	
Scholarships/Travel/ Exchange/Financial Support	

Education and training pathways move from Level one<sup>3</sup> (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 [VET industry specific syllabuses](#) pathway documents located on the School Curriculum and Standards Authority website.

Pathway  
option

1

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Pathway  
option

2

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# Success is where preparation and opportunity meet.

BOBBY UNSER

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

<sup>4</sup> 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?

What type of card (debit/credit/other) you should get?

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?

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

Have you considered that you may not find employment immediately?

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

### 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 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)

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Detail any plan modifications

### Review and reset

What happened - were you successful? Did you meet your objective?

Student signature:

Review date:     /     /



**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.