

INDIVIDUAL PATHWAY PLANNING



Department of
Education

Year 12



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

Individual pathway planning provides the opportunity for you to prepare to take on the opportunities available in a rapidly changing world of work and for transitional pathways you will need to navigate.

Profile

MY NAME

DATE

SCHOOL

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

Economic Drivers

These three economic drivers will change the way we work and the work that we do in the next 15 years. Challenges and change will provide opportunities to learn new skills along the way. Pay attention to each step and be prepared for new possibilities and new destinations.

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

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

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
Review any previous IPP's, your resume and portfolio.

Knowing your capabilities, strengths, interests and values will help you decide what types of work will offer you challenge and meaning.

Interests

Describe any special interests you have and the types of skills that 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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Work History

List the work experiences that you have had and consider how these have helped to develop your skills.

Work context	Type of work	Key responsibilities	Skills/ capabilities developed

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

Knowing your capabilities, strengths, interests and values will help you decide what types of work will offer you challenge and meaning.

Capabilities & Emerging Skills

You are transitioning at a time when alternative work arrangements such as self-employment, temporary, contract work and agency work are increasing. Work capabilities skills are critical for work in this environment.

1 Tick the skills/ capabilities that you think you have.

2 Underline the skills/capabilities that you feel you need to develop further.

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.

Capabilities that make you enterprising

Access the Foundation for Young Australians site and consider how you are developing these ENTERPRISE skills and capabilities.

Here are the work capabilities you'll need to get a job

https://www.fya.org.au/app/uploads/2021/09/The-New-Basics_2016.pdf

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

Courses or programs I am studying this year	Results/ Grade	Am I on track? YES/NO	REFLECTION AND REVIEW What do I need to do to stay on track?

VET qualifications & OUT OF SCHOOL ACTIVITIES	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?

Comparing universities and training options is a way to help you make informed decisions about your post-school pathway.

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

myskills²

<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

² Australian Government – Department of Education and Training – myskills

CREATING A SHORT LIST

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

MY SHORTLIST

1

2

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	

Education and training pathways move from Level one³ (Certificate 1) through to Level 10 (Doctoral). 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.

2 Course or career

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	

PATHWAY OPTION 1

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PATHWAY OPTION 2

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³ Australian Qualification Framework AQF

WHAT'S IN MY PORTFOLIO?



“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 C.V.			
Sample cover letter			
Contact details of two referees			
Examples of my best work samples — photographs, media			
School reports			
Certificates and awards			
Nationally recognised qualification Statement of Results (VET Certificates)			
WorkSafe / SmartMove certificates			
Workplace learning supervisor's report			

What's in my portfolio?	Yes	If you need it, identify what needs to be done to get it	By when
Workplace learning logbook and skills journal			
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			
Unique student identifier*			
Pathway research/plan/ network list			

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

Your preparations

- ① Have you considered that you may not get your first preference for further study or training?
- ① Let people know you are looking for employment and be ready for opportunities
- ① What type of card (debit/credit/other) you should get?
- ① Have you considered that you may not find employment immediately?
- ① Have you spoken with your employer if your availability for work hours has changed?
- ① Do you have an ABN for any self-employment opportunities?
- ① How do you plan to maintain your connection with others while you are seeking work?
 - sport
 - volunteering
 - work-experience
- ① 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?

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-\(1\)](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

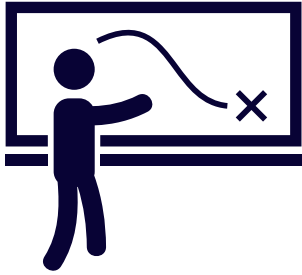
<https://www.education.gov.au/government-loans-students>

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/>



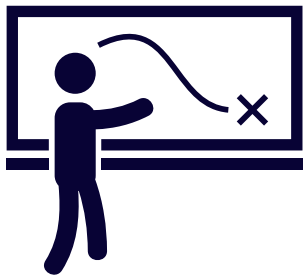
An action plan describes how you will use strategies to meet your objective. It is important to remember that an action plan is always a 'work in progress'.

Plan

	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 barriers/ challenge may stop you from working your plan?	

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

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?	



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'.

What steps will you take?

	What?	With whom?	By when?
1			
2			
3			
4			
5			
6			

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

How will you identify your success?

(Consider your definitions on PG 2)

Detail any modifications to your plan

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.