

Make an Individual Pathway Plan to create your future





How to Plan your Careers Pathway

Career Planning

Career planning is an ongoing process that can help you manage your learning and development.

You can use the following four step planning process at any stage in your career:

- Step 1: Knowing Yourself**
- Step 2: Finding Out**
- Step 3: Making Decisions**
- Step 4: Taking Action**

Step 1: Knowing Yourself

Begin by thinking about where you are now, where you want to be and how you're going to get there.

Once you have thought about where you are now and where you want to be, you can work on knowing what your skills, interests and values are.

Start by asking the following questions:

- Where am I at now?
- Where do I want to be?
- What do I want out of a job or career?

- What do I like to do?
- What are my strengths?
- What is important to me?

At the end of Step 1 you will have developed a clearer idea of what you want from your job. You can use this information about yourself as your personal 'wish list'. You can then compare all the information you gather in step 2 against this. Your personal preferences are a great way for you to choose your best option in Step 3: Making Decisions.

Step 2: Finding Out

This step involves exploring the roles and topics that interest you.

Research roles that interest you and ask yourself how do my skills and interests match up with these roles? And then ask 'where are the gaps?'.

- What options do I have to gain these skills or qualify for these occupations?
- What skills do I need?
- Where is the work?

At the end of this step you will have a list of preferred occupations and/or learning options.



Step 3: Making Decisions

This step involves comparing your options, narrowing down your choices and thinking about what suits you best.

Questions to ask yourself:

- What are my best work/training options?
- How do they match with my skills, interests and values?
- How do they fit with the current labour market?
- How do they fit with my current situation and responsibilities?
- What are the advantages and disadvantages of each option?
- What will help and what will hinder me?
- What can I do about it?

At the end of this step you will have narrowed down your options to have a better idea of what you need to do next to help you achieve your goals.

Step 4: Taking Action

This step is where you plan the steps needed to put your plan into action.

Use all you have learnt about your skills, interests and values together with the information you have gathered about the world of work to create your plan.

Begin by asking yourself:

- What actions/steps will help me achieve my work, training and career goals?
- Where can I get help?
- Who will support me?

At the end of the final step you will have a plan to help you explore your options further (e.g. work experience, work shadowing or more research); or a plan which sets out the steps to help you achieve your next learning or work goal.

Decide which step is relevant for you right now and start from there.





What pre-requisites and skills are required?

[illegible]

What does my role involve?

[illegible]



What are the skills gaps?

[illegible][illegible][illegible][illegible]

What is my preferred occupation and/or learning option?

[illegible][illegible][illegible]



Step 3 - What suits me best

What are my best work/training options?	How do they match with my skills, interests and values?	How does this fit with the current labour market?	How do they fit with my current situation/skills/responsibilities?
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What are the advantages of each option?	What are the disadvantages of each option?	What can I do about it?
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Step 4 - Taking Action

	THIS YEAR (Short Term Goals)			NEXT YEAR
	Personal Development	Learning/ Work exploration	Career Goals	Long Term Goal
I would like to:				
What Steps will help me get there?				
What might get in my way?				
List who or what can help you?				

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