



# KNOWING YOURSELF

## Activity 2

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# KNOWING YOURSELF

In this activity you will pull together all of your experience, knowledge and learning activities that will help you in the following steps of your career planning.



## PAID EMPLOYMENT

**Take a moment to list all of your past paid work experiences.**

**You should also try to list:**

- The main tasks and responsibilities of the position**
- The skills and the specialised knowledge you gained in the role.**
- Your main achievements in that role**



# VOLUNTEER WORK

**Take a moment to list all of your past unpaid or voluntary work experiences.**

**You should also try to list:**

- The main tasks and responsibilities of the position**
- The skills and the specialised knowledge you gained in the role.**
- Your main achievements in that role**



# FORMAL QUALIFICATIONS

What formal qualifications do you already have?

List them here.

*Tip: You should gather up all of your certificates to keep together in one very safe place.*



## ADDITIONAL CERTIFICATES OR LICENSES

List any other certificates or licenses that are not in your formal qualifications list.

These can be important.

They may include things such as:

- Working with children's check
- Fork lift or machinery licenses
- Food handling certificate
- etc



# PERSONAL OR PROFESSIONAL DEVELOPMENT

List any other courses or professional development that you have done in the past.

They may include such things as:

Parenting short courses or workshops

Photography or computer workshops

Gardening or home decorating.

Self directed learning, such as reading a lot about a topic that interests you.



## OTHER THINGS THAT YOU'VE LEARNT

Is there anything else that you can think of that was a great learning opportunity for you, that you have not yet listed?





# EXAMPLE WORKSHEET

Work Sheet 2

Paid employment	Un-paid employment. Volunteer work	Formal Qualifications or Certificates	Licenses	Personal & Professional Development	Other Learning



# CONGRATULATIONS

You have made a fantastic start on this activity.

Remember, this is a 'working document'. This means that it will change as you grow and change as an individual.

You should revisit this activity from time to time to reflect the changing you.

[Click here for more information](#)

