

Career Planning Activity

This activity will help you to clearly identify exactly what you need include in your career development plans. Fill in each section with your existing skills, experience and qualifications, and then fill in anything that is missing. You should then summarise what needs to be done as you work toward your chosen job or career.

	Already have	Need to gain	How & when? Make a note of what you need to do.
Industry or Job specific Skills			
Qualifications List any qualifications or certificates needed for this job/career			
What are the main skills and attributes required for this position?			
Employability skills <ul style="list-style-type: none"> • Communication • Team work • Problem solving • Initiative & enterprise • Planning & organising • Self management • Learning • Technology 			
List any other special requirements.			
Study Skills. <i>If you need to do any courses to help you to gain your preferred occupation, do you have the required study skills?</i>			
How to choose a course that suits your own personal needs.			

Study skills

- Reading
- Writing
- Language
- Computer
- Researching

Understanding of the education and training levels relating to time commitment, language and literacy and work standards.

Understand fees and funding in further Ed.

Applying for Jobs

Have an up to date portfolio as summary of your experience
Have a winning resume
Able to write a cover letter

Confident in answering questions for interview

Know how to present yourself at an interview.

Other. *If there is anything else you need to work on prior to beginning your job or career, list it below*