

Competencies for final school years and future study

Lifelong Career Management Skill ★

Student Name: _____ Year: _____ Class: _____

SELF MANAGEMENT SKILLS	Progress-Terms				
	/10	/10	/10	/10	
My Ratings					
I understand I am in charge of my own learning and progress					★
I have set goals that I want to achieve this year, and I am achieving them					★
I can prioritise my work, set a personal timetable for study & stick to it					
I organise my study materials so that I can easily find what I need					
I can organise myself to meet the deadlines expected of me in all areas of school life					★
I am accurately assessing, planning and using the time required to complete projects or assessments-achieving task and time management					★
I am meeting or exceeding the standards required in my assessments					★
I get feedback and help when I am not meeting standards					
I know and can name the skills I need to <i>practise</i> to be a competent learner (eg – committing to task, organising, writing, study skills)					
I am learning in a variety of ways – observing, practising, listening, questioning and problem solving					★

CAREER DECISION-MAKING SKILLS					
Exploration, researching, questioning, self assessing					
I have spent time finding out about future career options that interest me, including researching them on career websites					★
I talk to people in work and industries that interest me, finding out about the tasks and the learning required, and what these jobs are <i>really</i> like					★
I am developing a vision of the future life and work I want					★
I am taking time to work out what I do best, and what I enjoy learning; and I am researching the best next step for me					★

I am practising...

★ Career management skills: **MONITORING PROGRESS**

Jobs are made up of skills you like using I am identifying skills that I want to develop, and areas of ability that I consider strengths, and exploring the possibilities they lead to

HIGHLIGHT or CIRCLE your Choices

SELF + SKILLS = Possibilities

<p>I like the idea of using these skills, and becoming more skilled in them in my future work</p>	<p>Business/Sales /Entrepreneurship - assessing, calculating, organising, recording, administering, analysing data, advising, interpreting, reporting, designing systems, selling, persuading, convincing, influencing, promoting, accommodating, greeting, serving, providing, marketing, negotiating, creating a business People/Leadership /Protective:- helping, advising, counselling, teaching, interviewing, recording, managing, planning, co-ordinating, organising, leading, coaching, instructing, demonstrating, training, performing, sports, protecting, controlling, enforcing, investigating, checking, Creative: designing, drawing, painting, photographing, illustrating, creating, programming, acting, singing, dancing, directing, performing, entertaining, researching, writing, speaking, editing, presenting, decorating, painting, carving, modelling, styling. Technical/scientific: analysing data, designing, writing code, programming, calculating, problem solving, experimenting, investigating, testing, recording, compiling data, reporting, operating, researching, interpreting, solving complex problems, diagnosing, treating, examining, analysing, operating, caring for Working with plants, animals :planting, growing, breeding, nurturing, handling. Hands on skills: building, constructing, measuring, repairing, operating, testing, servicing, inspecting, monitoring, decision-making, transporting, driving, supervising aviation, controlling, monitoring, working outdoors</p>	<p>Investigate the industries and careers where my skills are used:</p>
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★ Career management skills: **ANALYSING AND REFLECTING**

Career options: getting it right

I have investigated and compared different options for next year, and thought about what suits me best

<i>General Career Options</i>	Stalled ? WHY <input type="checkbox"/> Not enough thought/research <input type="checkbox"/> Just can't decide <input type="checkbox"/> Other	I'm considering these:
		Likely choice:

I have researched and found what courses at UNI/POLYTECH/TRAINING are available

<i>Specific Courses & Programmes</i>	Stalled ? WHY <input type="checkbox"/> Not enough thought/research <input type="checkbox"/> Just can't decide <input type="checkbox"/> Other	I'm considering these:
		Likely choice:

I have spent time making sure my choices of subjects/papers/courses/options interest and motivate me, so that I am likely to achieve in them. Best options are:

<i>Subjects / Majors / Papers / Options</i>	Semester One
	Semester Two

BUILDING YOUR ASSETS FOR A 21st CENTURY CAREER

1. Resilience

Bouncing back when things change unexpectedly or you meet obstacles in your progress: giving yourself positive encouragement to keep working towards your goals (rather than negative doubt), knowing that optimism is an asset in your study, and in the workplace. It helps you persevere when things get tough.

2. Career Confidence

Comes from knowing what skills you have in your portfolio, what you are learning and improving in, and what you want to become very, very good at; and knowing where the opportunities are for your skills.

3. Self Management Skills

All those skills that apply to study situations become career assets and apply to your work and life. It pays to learn them early, so PRACTISE them!

4. Career Capital

What you can build for the future through your learning, connections and motivation. Think of yourself as a bank in which you make investments which you can draw on in the future.

- **💰 Knowledge Capital** - Build by recognising your study today at school, your next step in tertiary or work, and any other life learning experiences (casual work, sports, hobbies) all provide this foundation for your future marketable skills and career.
- **💰 Network Capital** - Build by recognising not just your friends but everyone you meet at school and in your tertiary education, including your lecturers, is a person who can help you in the future. Build reputation, by having them remember you as someone they can recommend. Make a decision about how you want to be remembered and be that student!
- **💰 Motivational Capital** - Build by knowing and taking the time to find what attracts, interests and inspires you – this is where you will do your best work and excel!

REPUTATION is a key asset in 21st Century workplace. You might move across a number of jobs and companies-it moves with you! How do you want to be known? Remembered? It is never too early to decide on this- and then live up to it!

As a student/worker/person, I am, or will be.....

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The skills and qualities that are particularly valued today – improve yours by practice.

- Self-motivation and a keenness to learn
- Flexibility to manage multiple tasks
- Ability to work in a team
- Excellent communication skills – written and verbal
- The ability to plan, organise, and reflect on your own progress.
- Problem solving
- Honesty
- Integrity
- Reliability
- Computer literacy

★ Career management skills: STRATEGISING & MANAGING