



STUDENT PLANNING / CHECKLIST

Year 10 or 11

- Take Highlands Ability Battery - Meet with your Natural Ability counsellor.
- Immediately after the Feedback session make a list of your strengths and weaknesses, and use the wording in the report to describe each.
- Using the report descriptions of the “Four Dimensions” write a description in your own words to describe your ideal 1) Work environment 2) Learning channels 3) Communication style 4) Problem solving style.

THE ABOVE INFORMATION WILL BE IMPORTANT TO REFER TO IN THE FUTURE FOR BUILDING RESUME'S AND FOR UNIVERSITY AND JOB APPLICATIONS

- Choose 3 broad Career Paths to Investigate based on your results and interest.
Note: Remember you are looking at fields that match your abilities and interest, not a specific job. When you research each of these fields you will find there are hundreds of jobs and options in each field. Keep your mind open and find out as much as you can.
- Begin to do web searches to find out as much about the various careers as you can, and also look around for people you may know or who your parents know who are working in the industry you are interested in.
- Review your class schedule to ensure the classes are consistent with your career paths.
- Review Universities, TAFE, and specialist schools that offer the programs you may need to study or look into apprenticeships or other required areas.
- Review the course programs to see what interest you. Visit websites, study brochures, investigate scholarship programs, and look into student for a semester program.

- Meet with your school career counsellor and share your interest with them. Get them interested and working for you to find more information.
- Ask your school about whether they host a career expo (if not attend another school's expo) Talk face to face with representatives in the areas you are interested.
- Find out when the university open days are for the schools you are interested in and make a point to attend.
- Create a special folder to hold all of the information you are gathering.
- Make a list of all extra curricular activities you have done and are doing. Update the list on a regular basis. (go back to year 9)
- Make a list of your community service activities. Update the list on a regular basis. (go back to year 9)
- Make a list of your general activities and interest and any achievements or certifications. (scuba diving certificates, life saving, science projects, speech and drama, etc)Update the list on a regular basis. (go back to year 9)
- Seek out companies and individuals that are working in the fields you are interested in.
- Begin the preparation for your state "Core Skills" test. If your school does not offer a preparatory program, investigate and sign up for a state core skills tutorial program.
- In considering your three potential career choices, review your abilities report, and write a page, using the wording in the report, to explain to an employer or university entry examiner why you are suitable for the job or study program. Consider your personal style and ideal work environment.
- After Year 11, get a copy of your grades. Review them to make sure they are accurate and that you are on track.
- Begin to build a resume based on your abilities, interest, achievements, and experiences.
- SUMMER HOLIDAYS - Whether you have narrowed your list to one area of interest or are still open to the three, look for some paid work, work experience or volunteer opportunities in the fields you are interested in.

Final Year

- Make adjustments to your class selection to make sure they are in line with your goals. Add what you need, eliminate what you do not need.
- Look for “student for a semester” programs in the study area you are interested in for the coming year. Look for school based apprenticeships if you are looking to go directly into work after school.
- Meet with your school career counsellor to again share your goals and interest, and get them working for you.
- Begin to narrow your career choice down based on the information you have gathered and the work experiences you have had.
- Find out as much about the career field as you can. Read up on exactly what people in the field do, what the future of the industry is, what the earning potential is, where the jobs are, how quickly you can advance, is it a long term prospect, do people have fun, and check to make sure it matched your preferred work environment, and ability profile.
- Attend career expos and ask a lot of questions.
- Visit university open days, and ask a lot of questions.
- Participate in the state core skills preparatory program. These few preparation days can increase your score a whole grade level.
- Update your resume and your folder with your added experiences. If looking for part time work, seek opportunities in the area you are interested in, or using the abilities you know are your strongest.
- By mid-year aim to have a clear idea of the direction you want to go, and begin to make specific enquiries into the pre-requisites to study or work in the field you have chosen.
- Be prepared now to apply to schools or apprenticeship programs.
- Be serious about your final grades, invest in the study time. Invest your time and energy on the key things that matter.
- Visit schools, meet key people, talk to students, make sure it is an environment that you will enjoy.
- Make your choices!