# Strengthened career education student guide

Today, we live in a world of constant change. Our technology-rich world allows us to connect with everyone, everywhere. Information sharing is immediate and has changed the way people live, communicate and work. As a student you have the opportunity to build the skills you need to get the jobs you want in the future. The **Strengthening Career Education Resource** is the compass you need to help you navigate your learning and work.

## What is career education?

Career education connects your learning to your future plans for study, training and work. As you move through school, you develop many skills that will help you take the next steps towards being work ready. Today, a career means more than just a paid job. As you grow and develop your skills in language, mathematics, science, geography and all your subjects, you are learning about the world of work and your place in it. You are developing career knowledge and skills. Career education is about linking the skills you gain through your learning while at school to what is needed in the world of work. Career education helps you to understand learning and work.

## What is pathways?

Pathways is the word we use to describe our journey through learning, study, and training into employment. Pathways helps students to progress through education to a successful career outcome.

The Strengthened Career Education Resource provides you with a career planning tool to set pathway goals and actions towards your future career plans. Pathways is part of your career education.

## what is work?

Work is a broad term that applies to many different activities in today’s society. Technology allows people to be flexible with how, when and why they work. Work can be paid or unpaid. Volunteering can also be an important part of work.

## what is work readiness?

As a student your work involves learning and developing your knowledge and skills while still at school. Work readiness is about how well prepared you are for the world of work. Work readiness is a key part of your career education.

Participating in work experience or visiting work places while still at school can give you better opportunities to see and experience different jobs. You can start to build knowledge of work and what skills you need to get a job.

Exploring the world of work helps you to make better career choices.

## why is it important to plan?

In Victoria, students have a wide range of pathways available to them. This choice is wonderful but it can also be difficult to make a decision about what you want to do.

The Strengthened Career Education Resrouce helps you to consider your interests, strengths and values and provides you with three easy steps to plan the right pathway for you at the moment.

The Strengthened Career Planning Resource is an important part of your career education. You have a chance to connect your personal career dreams to your study, training and where you might like to work in the future.

## how does the strengthened career planning resource help me with my future career?

Planning is part of everyday life. Each day we plan our activities to include a range of tasks. Planning helps us to organise our thoughts and to meet day to day challenge.

Planning how we get to school, completing our homework and making sure we are prepared for the school day becomes a routine for all students.

In the same way, the Strengthened Career Planning Resource helps you to plan your careery journey. You can plan your career journey by recording your ideas in your individual Strengthened Career Planning Resource. Start your Strenghtened Career Planning Resource early to make sure you can capture all your life experiences. You are unique and your Strengthened Career Planning Resource is specific to you.

Your Strengthened Career Planning Resource is in three parts, My Profile, My Experiences and Interests and My Goals. You don not have to complete the whole resource at one time – you can always save what you have completed and come back later.

**My Profile**

This is a great opportunity for you to write a little bit about yourself, which you can change as you grow throughout your journey at school.

**My Experiences and Interests**

In this section you can reflect to your life experiences as these are part of your career journey. As you learn, grow and develop you can change your plan to be more like you. You can think about your:

* Interests (what you like)
* Skills and abilities (What you are good at)
* Values and beliefs (What is important to you)

**My Goals**

It is important to set goals throughout your journey at school and reflect on your achievements.

These goals can include:

* educational goals like improvements in certain subjects
* social goals like making a new friend or starting a new hobby
* work goals like doing work experience or getting a part-time job

Your goals can be big and small, the important thing is that they are realistic and made by you with support from your school and your family.

## Checklist for using the ‘My Goals’ section:

A helpful way to plan your goals is to use the SMART planning tool.

**SMART stands for:**

**S**  = Specific: Make your goals targeted at something you really want to achieve

**M** = Measurable: Think about how you will know when you have achieved your goal

**A** = Assignable: Think about who might need to help you achieve your goal

**R** = Realistic: Think about what things you might need to achieve your goal. Make sure your goals feel like something you could achieve if you have all of the support and tools you need.

**T** = Time: Think about how long it might take you to achieve your goal. You can have milestones or mini goals along the way that you aim for so you can take small steps towards achieving your bigger goal.

* Start by talking to your Student Support Group to help you plan your goals by reflecting on your skills and the areas you’d like to improve in.
* Decide on a few goals, maybe 2 or 3, that you would like to achieve and how you can describe these goals using the SMART planning tool listed above.
* When you meet with your Student Support Group it’s a good idea to talk about your Experiences and Interests and how these relate to the skills you want to develop that help prepare you for what you are interested in doing after you finish school.

## Example SMART goal planning:

**My goal is:** I would like to learn how to use public transport on my own.

**S** = Specific: I would like to learn how to catch the tram from my house to school

**M** = Measurable (this can include milestones or mini goals): I will know I have achieved my goal when I:

* Know how to buy a ticket and use it on the tram.
* Know how to read the timetable to know what time the tram is coming
* Feel confident to get on the tram on my own without someone traveling with me
* Know how to talk to different people I may meet on my journey politely e.g. the tram driver, other passengers
* Know what to do if I need help on the tram
* Know where to get off the tram and how to walk from the tram stop safely into school
* Can catch the tram all the way to school on my own

**A** = Assignable: I will need help from my Mum and my teacher to learn how to take all the steps towards achieving my goal.

**R** = Realistic: To make my goal happen I will need to have money to buy my tram ticket and have access to the tram timetable.

**T** = Time: I would like to achieve my goal of catching the tram all the way to school on my own by the end of the year. In order to do this, I will have to achieve each of my mini goals that are part of my bigger goal.

## can i change my career planning resource?

YES! Part of being a successful student is developing a Strengthened Career Planning Resource that is flexible, that can change as you change and that allows you to consider your choices for study, training and employment as you move through your secondary school.

Start your career planning early - adjusting your Strengthened Career Planning Resource along the way helps you to stay open to changing your mind as you develop confidence in your strengths, skills and knowledge.

Your school will provide you with many opportunities to build your knowledge and skills for future work. As you become more confident with your abilities you can record these in your Career Planning Resource. You can plan new goals that you want to explore at each stage of your career journey.

## How often should I REVIEW my Strengethed Career Planning resource?

You should aim to fill in your Strengthened Career Planning resource:

* At least once a year
* As often as you feel you would like to review your existing goals and set any new goals
* Consider updating it after you have finished any work experience
* Each time you meet with your Student Support Group. If you feel you need to, you can also update your goals when you meet with your Student Support Group.
* Review your goals as part of your end of year reflection
* Review if you have:
	+ Completed a course
	+ Undertaken any training
	+ Started a job

## who can help me with my career planning resource?

Start with your:

* Family / mentor – they know you best and can help you to identify your interests, skills and values. They can help you to plan your work readiness experiences.
* Career practitioner at your school - they have information on different careers and the world of work and can help you clarify your career ideas.
* Teachers at your school – they can support your learning and help you identify your strengths and skills and apply these to future career goals.
* Student Support Group – can help you to focus on the work readiness skills you already have and help you plan to build on the skills you still need to be work ready.

## what resources are available to help me with my career planning resource?

The Victorian Department of Education and Training provides students, parents and schools with many excellent career education resources to help you plan your career journey.

Start your career planning exploration at these career education sites:

* **Youth Central** - [Jobs and Careers](http://www.youthcentral.vic.gov.au/jobs-and-careers) – (<http://www.youthcentral.vic.gov.au/jobs-and-careers> )

Provides current resources to help you build your Career Planning Resource, resume, cover letter and gives great advice on what you have to do to be work ready.

* **MyFuture** – you can explore over 600 jobs and places to work. It has information on job trends, salaries, and what training you need to get your dream job. This is a go to website for students for all things related to careers. <https://myfuture.edu.au/>
* The Victorian Skills Gateway is a one-stop shop for vocational training in Victoria. This site allows users to search occupations, courses and training providers. Watch videos and read about the career journey of many different people with different skills and abilities. Read about how they found their dream job. [www.education.vic.gov.au/victorianskillsgateway/Pages/home.aspx](http://www.education.vic.gov.au/victorianskillsgateway/Pages/home.aspx)
* **JobOutlook** – provides relevant and current labour market trends and career information <https://joboutlook.gov.au/>