

FSKLRG010

Use routine strategies for career planning

Release 1



Learner guide

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for career planning**

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Learner guide

Aspire Version 1.1



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Before you begin

This learner guide is based on the unit of competency *FSKLRG010 Use routine strategies for career planning*, Release 1.

How to work through this learner guide

Your trainer or assessor will tell you which parts of the learner guide you need to read, and which activities you need to finish. The learner guide has the following parts.

Part	How you use it
Learning content	Read each topic. If you do not understand something, talk to your trainer.
Examples	This learner guide has examples of completed documents that may be used in a workplace.
Video clips	Where you see a QR code, you can use a smartphone or tablet to access video clips about the content. For information about how to download an app that will read the QR code or for more help, please visit our website: www.aspirelr.com.au/help . 
Learning checkpoints	Complete learning checkpoints to make sure you understand what you have read. Your trainer will tell you which activities to do.
What you have learned	At the end of the learner guide, there is a list of what you have learned. You can use this to check if you are ready for the final assessment.

Words to remember

As you read the learner guide, use this section to write down words you need to remember.

There is a space for you to write the word and a space for you to write down what the word means.

This will help you to learn the words.

Word	What it means



Your story

You currently work as a disability support worker. You like the job and working with your clients, but the job has a lot of heavy lifting and it is only casual.

Today you are visiting CareerTime Hub to talk to Trish about your options for the future. Trish is a career advisor. Although you like working in the health and care sector, you want a career that has more permanent work and interests you more.

Trish begins by telling you that there are lots of options. Although there are a few things to think about and steps to take, it will be worth it! You are excited to sit with Trish to plan your career.

Your tasks

Learn about your tasks below.



Day 1: Investigate career options

- Meet with Trish to discuss your career options.
- Discuss your personal qualities, interests, skills and training.
- Trish will help you look at some different careers to see what suits you.
- You will discuss how to overcome any barriers to a new career.



Day 2: Make and review a career plan

- Make three different plans for a career change.
- Trish will show you how to review the plan.
- You will seek feedback and update your plan.



Day 1

Today you are going to CareerTime Hub to meet with Trish to chat about your qualities and interests, skills and training. Trish is going to ask you a lot of questions. You need to think about what interests you. She is going to assist you in planning how to change careers.

Career planning

Career planning is about making a map for your future and how to get there.

A career plan will give you step-by-step actions that will lead to a career or job goal. It involves finding out what options are available to you to meet your goals. The plan should be practical, realistic and reflect your personal interests and life experiences.

You may need to learn new skills to plan for your career, so that you achieve long-term success with your plan.

Here is some terminology you need to know:

Goal: your final aim; what you are working towards

Short-term goal: a goal that you reach in a shorter time and that helps immediate needs

Long-term goal: a goal that has a longer plan and is the main career goal

Job: paid or unpaid work, involving tasks and duties

Career: an overall explanation of what you do for work through your life, either paid or unpaid

Occupation: what you are employed to do; you usually need to develop special skills and knowledge for your occupation

Pathway: the steps you take along your career plan

After you have been in a job for a few months, you might start thinking about your long-term goals and what your plan is for your future career.

At CareerTime Hub, Trish asks you to think about what you want to do for your career. What are your short-term goals? What are your long-term goals?

What are your personal qualities?

You can start planning for your career by thinking about who you are and what you like to do. Who you are depends on your values and qualities. Have a look at the examples of qualities below. Which of these apply to you?

- Feels good about self and work
- Honest/trustworthy
- Determined
- Good attitude/enthusiastic
- Independent
- Friendly to all kinds of people
- Creative
- Works hard
- Loyal to family and job
- Shows initiative

Having these sorts of qualities can help you to get a job. In addition, some jobs require more of these qualities than others.

Trish from CareerTime Hub asks you about your qualities. She also asks you to think about which qualities are important to have in your long-term career plan? For example, if you don't enjoy being creative, choosing a career that involves this quality will not interest you in the long term.

What are your interests?

When planning your career, it is important to do something you are interested in and enjoy. The first step is to think about what you like to do.

You can break up what you like to do into different areas. Have a look at the list below and tick what feels right. You can pick more than one group.

Hands-on: fixes, builds, drives, makes

Investigates: solves, reads, enjoys science, dissects

Artistic: sketches, sings, plays, writes, creates

Social: connects, attends, plays, takes, helps, goes

Enterprising: sells, meets, operates, discusses, gives

Organises: keeps, plans, adds, subtracts, writes, notes, files

For example, for a person planning a career in cyber security, most of their interests might be under 'Investigates'. For someone who wants to become an art therapist, their interests would be in 'Artistic' and 'Social'.

At CareerTime Hub, Trish helps you to create a login for the MyFuture website from the Australian Government. This is a tool to help with planning your career. Trish shows you where to get started in 'Activities'. You choose 'Interests' and start the quiz.

What skills do you have?

With your qualities and interests set, the next step is to think about the skills required for different careers. There are two types of skills: transferable skills and specific skills.

Transferable skills are ones that you can use in all occupations, such as:

- Communication skills
- Teamwork
- Problem-solving
- Creativity
- Computing skills
- Customer service
- Leadership

These are skills you can use in your career every day, no matter what job you do.

Specific skills are linked to an occupation. For example, in carpentry you need great hand-eye coordination to use the tools and for measuring materials.

Have a look at the list below and think about the specific skills you would need for each occupation:

Carpenter	Vet	Psychologist
Nurse	Barista	Weather presenter
Gardener	Chef	Director
Politician	Fitter and turner	Customer service officer
Writer	Welder	Hairdresser
Manager	Graphic artist	Entrepreneur

For example, a hairdresser would need to know how to cut hair, how to use chemicals safely, as well as how to practice good customer service and listening skills. A manager would need skills in communication and people management, as well as in managing budgets and projects.

At CareerTime Hub, Trish asks you to think about any skills you have in your current job that you can use or transfer to a new career. You login to the myfuture website once more and choose the 'Skills' quiz from 'Activities'.



Thinking about career options

It is important to look at a few different careers and think about how they might suit you before deciding on one.

If you look at three different careers, for example, you can think about the required skills and knowledge for each, as well as the qualities someone needs to do that occupation.

Here are some examples.

Nurse

Qualities: patient, kind, observant, trustworthy

Skills: communication, organisation, medical skills, teamwork

Heavy equipment operator

Qualities: reliable, good attitude, determined, takes initiative

Skills: fixes, drives, builds, safety knowledge, communication, teamwork

Chef

Qualities: hardworking, takes initiative, loyal, independent

Skills: problem-solving, cooking, planning, mentoring, creating, communication

A person who wants to change careers can complete notes like these to see what would suit them.

At CareerTime Hub, Trish talks about different kinds of careers and the skills and qualities needed for each. She asks you to think of some other career ideas and the qualities and skills you would need for them. Trish asks you to write the ones you are interested in down in your notebook.

Researching career options

You can research different careers to find out more about them. The more research you do, the easier it will be to choose a career that most suits you. You will need to identify research that give reliable information, advice and support to help you in your career move.

You can narrow down your choices in a few ways:

- Research jobs on the internet
- Look at career forecasts through government information
- Talk with people who work in the occupations you are interested in
- Talk with friends and neighbours about their work-life.



Research on the internet:

There are lots of job search sites; for example:

- **Seek:** aspirelr.link/seek
- **CareerOne:** aspirelr.link/careerone
- **Indeed:** aspirelr.link/indeed

Some websites advertise jobs directly, such as the police, state/federal governments and the army.

Career forecasts:

Websites for career planning and prospects; for example:

- **Job outlook:** aspirelr.link/joboutlook
- **Year 13:** aspirelr.link/year13

Talk with experts:

People in the industry. For example, you could:

- Contact your local council
- Call the occupation's industry association
- Go to career expo days or to local TAFE/university information sessions
- Visit local industries and chat to people who work there
- Meet people on LinkedIn: aspirelr.link/linkedin

Chat to friends and family

Speak to friends and family about your ideas and their experiences to see what has worked for them.

You have a shift tonight in your job as a career, but you still have time to talk more with Trish. Trish wants you to start researching some of the job areas she and you have talked about to help with your planning.

Skills and training

A good way to plan your career is to look at jobs advertised on the internet for an occupation you are interested in. By reading the advertisements, you can see what skills they want in the person they employ and what training they will have to have completed. The employers will list their requirements and the type of person they are looking for.

Look at the following example for a job as a nurse and think about the requirements and responsibilities:

Example: Nurse

Requirements to be successful

- Registered or enrolled nurse with current AHPRA registration
- Previous emergency department and fast-tracking experience
- Walk-in, triage and treatment room experience
- Suturing experience
- Casting experience
- Time-management skills
- Police check
- Understanding of best practice software

Key responsibilities

- Triage high-volume of urgent-care patients in a fast but safe manner
- Diagnostic management
- Clinical data management
- Infection control
- Optimising communication between GPs, patients and services
- Working to a high standard consistent with company policies, procedures and legislative requirements
- Absolute respect for confidentiality

For a person planning a career as a nurse, they would need to look at the requirements above and think:

- What education do I need for this job?
- What qualifications do I need?
- What training will I have to complete?
- Do I have the personal qualities?
- Do I have the skills?

You and Trish are discussing all kinds of jobs. You realise that a career plan is a long-term goal because there are many steps to go through to get to the end of your plan.



Understanding job roles and requirements

Every job has a set of skills and knowledge required for the role. These requirements are set out in the job description. These requirements outline the roles and responsibilities the employer expects the worker to perform.

A job role is a description of what a person does or needs to do to perform their job. The responsibilities are the specific tasks the person is expected to perform as part of their role. For example, a job description for a customer service officer may outline the following requirements:

- **Job role:** speak to customers and take their orders over the phone
- **Responsibilities:** respond to customer enquiries in a timely manner; enter the customer order details into the computer program.

Checking the requirements of different jobs can give you an idea of the things you would need to do to succeed in that role. Job websites and other career planning sites can help you.

Let's look at a job that is very different from a nurse.

Example: Heavy equipment operator

Requirements to be successful

- Perform servicing, repair and maintenance on resurfacing fleet
- Follow safe working practices
- Prepare and provide plant maintenance documentation and reports
- Source technical information from reference manuals and computer-based systems

Key responsibilities and qualifications

- Certificate III in Engineering – Mechanical Trade
- Current drivers' license (MR license preferable)
- Problem-solving skills
- Team player with strong interpersonal and communication skills
- Confident around machinery and willing to be upskilled
- Ability to work cooperatively in a small team
- Strong attention to detail and commitment to completing daily pre-start safety compliance procedures and paperwork.

Based on these requirements, a heavy equipment operator needs:

- Technical skills and qualifications
- Reading and writing skills and computer literacy
- Research skills
- WHS knowledge
- Current licences
- Communication and team skills.

At CareerTime Hub, you see a lot of people talking about different kinds of jobs and careers. Trish tells you that many people change careers but are often unsure of what they want to do. That is why it is so important to research requirements of jobs to help with your plan.

Sometimes, reading the requirements of jobs can be a surprise. Did you know that a chef needs to be a good communicator as well as a good cook?

To become a chef, you need to understand rules about food safety, including:

- WHS compliance
- Safe food handling
- Safe work practices
- Kitchen procedures.

At CareerTime Hub, you explain to Trish that you used to dream of being a chef when you were a child. You explain that you have been too busy working to research it until now. Trish says she is glad she could help you remember this.

Upskilling and studying

Once you have matched your current skills against the requirements of a role, you may find there is a gap in your skills or knowledge. You can work to fill in the gaps in your skills by doing some training or study. This is called upskilling.

Occupations within a career pathway may share knowledge, skills and interests. If you want to move to a job in a similar area, you may find you only need to do a little upskilling. For example, if you wish to become a nurse, your training and experience in aged care will already provide some of the required skills.

A useful resource is the myskills website produced by the Australian Government. You can explore industries you are interested in as well as learning about the skills you need to enter and succeed in the workplace: aspirelr.link/my-skills

When you review your career plan, you or your trainer may identify areas for further learning. There may be areas that you need more training in, or areas you are interested in learning more about to increase your knowledge.

For example, you may feel that you need to improve your maths skills before you start the Certificate IV in New Small Business. This is because it involves a lot of calculations.

You may decide to do workshops that specialise in a certain skill to help your learning. For example, you may go to a workshop about colour and design to help you understand how to put different flowers together in an arrangement.

When you have an idea of which career you might like, you need to research the training you need to do first. Most jobs also need you to have qualifications, such as:

- A Year 12 certificate of education
- A TAFE-level certificate from I–IV (1 to 4)
- A diploma or advanced diploma
- A bachelor's degree or other higher-level qualification.

As well as qualifications, the job might have a special training requirement, such as having a:

- Forklift licence
- Safety card
- White card.

Advertised jobs usually have the qualifications or training requirements listed. You could type the name of a qualification into the search function of a job website to see which jobs come up. You could also check other websites, such as:

- Local TAFE
- Local registered training organisation (RTO)
- Industry association website
- Apprenticeship websites

For these three jobs, the qualifications might be the following:

Nurse	Heavy equipment operator	Chef
Diploma of Nursing	Apprenticeship	Certificate III Cookery
Certificate III Health	Licence	Safe food handling
Services Assistant	Certificate II Automotive Repair	OH&S certificate

If you are changing careers and need additional training, you need to consider how much training needs to be done and work this into your career plan. Your plan might take longer than expected.

At CareerTime Hub, Trish shows you how to look up some courses at TAFE. You are interested in researching how to become a chef. You find a Certificate III in Commercial Cookery course that is running part-time in the evenings. You would have to swap some shifts from your carer’s job to do the training, but it sounds exciting.



Setting work goals

Before making your plan, the final step to think about are short- and long-term goals.

You may have already created short-term goals, such as:

- Work harder in your current job to save money for new study
- Plan for the first step of upskilling or training
- Organise time to research further careers and options.

You may have created long-term goals too, such as:

- Enter a certificate, diploma or degree course that helps with your career plan
- Reorganise your work schedule to have more study time
- Organise childcare or other family commitments to be able to follow your goal.

As an example, if you were planning a new career as a nurse, your short-term goal might be to work casually in a health-based area like aged care. Then study in the evening to gain the necessary diploma.

CareerTime Hub is closing soon for the day. You have spent a great day researching and thinking about your plans. Trish knows you have work to go to. She tells you to think about your plan before you come back tomorrow. Before you go, she asks you to think about any barriers you may face with study and work for your new career. Once you have done this, you should be ready to start making a plan.

Overcoming barriers

Barriers are things that can stop you from learning or working; they may also make it harder for you to learn or work. Barriers can be permanent or temporary. You may be able to remove or reduce most barriers.

Remember that when you write your career plan it is not set in stone. It can be changed, and you may need to be flexible about how things happen. The important part is to always monitor how you are going and change things as needed.

You may know the barriers to your life already.

Some barriers to employment that you know about already could be:

- Raising children and the cost of childcare
- Needing to continue working while upskilling
- Smaller income coming in if you reduce current work hours, or savings being used up
- Day-to-day expenses rising
- Family situation and commitments.

A barrier to learning could be that you don't feel you have enough time to study. Other examples of barriers to learning include:

- Lack of confidence
- Lack of money and/or time
- Lack of support
- Gaps in your learning
- Difficulty reading or writing
- Difficulty doing maths.

You may need to develop some strategies with your trainer or family on how to achieve your work or learning goals and address the barriers that are in your way.

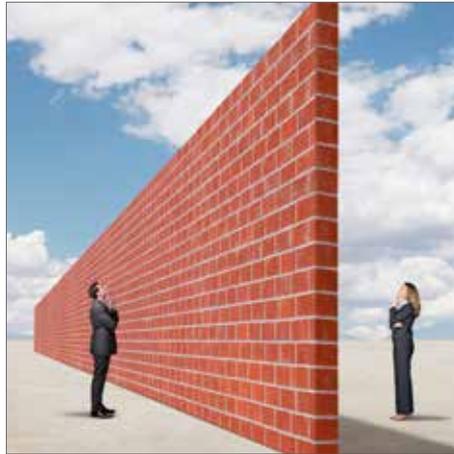
For example, if you don't feel that you have enough time to study, you could address this barrier by working fewer hours, if your income allows it, or by talking to your manager/supervisor at work about using free time to study.

There are many strategies to address barriers:

1. Use your preferred learning style. For example, if your preferred learning style is practical, you may find a place where you can do hands-on learning. This would increase your confidence and reduce your barriers to learning.
2. Organise and save information. When information is organised, it is easy to find. This will free up time for work or study.
3. Seek government support. There may be subsidies, grants and funding available to help support you with childcare, courses, workshops or transport.
4. Use prior skills and knowledge. 'Prior' means something that has already happened. 'Skills' are the things you can already do, and knowledge is what you already know. When you use prior knowledge and skills, it is easier to learn because you already know a bit about what you are trying to learn.
5. Record your ideas in your career plan and update it regularly with new ideas or more information as you find it. This will help you focus on your goals.

It can be challenging to overcome barriers when you are looking to change careers. Remember that plans can be changed or extended, and you should seek help from professionals or friends and family.

At the end of the day at CareerTime Hub, you tell Trish that you realise you need to keep working at your casual job to pay for the study you need to do. Trish asks you what your plan might be. You are not sure yet but becoming a chef is looking like a good option. She asks you to think about three different options for when you are making a plan tomorrow.



What has happened on Day 1

You have learned a lot from talking to Trish at CareerTime Hub on day one. You have learned about:

- Career planning
- What your personal qualities, interests and skills are
- Thinking about career options
- Researching career options
- Skills and training requirements
- Understanding job roles and requirements
- Upskilling and studying
- Setting work goals
- Overcoming barriers.

Learning checkpoint: Day 1

1. What type of goals help your immediate needs? Tick the correct answer.

- Goal
- Short term
- Long term

2. Which of the following describes your personal qualities? Tick the correct answer.

- What you are good at
- What your interests are
- Who you are

3. Which of these describe artistic interests? Tick the correct answer.

- Plays, goes and writes
- Fixes, drives and manages
- Sells, talks and listens

4. List **three (3)** of your transferable skills.

.....

.....

.....

5. List **three (3)** ways to find information on different careers.

.....

.....

.....

6. You speak to a friend who is interested in choosing a career in nursing. Give **two (2)** examples of the personal qualities and skills needed to be a nurse.

.....

.....

.....

.....

.....

.....

7. What do you need to find out when investigating the requirements for a particular career? There are **two (2)** correct answers. Tick all the correct answers.

- Skills and training requirements
- How many people have this career
- What the job role involves

8. What can you do if you find there are gaps in your skills or knowledge for a career you want to follow? Tick the correct answer.

- Enrol in a study or training course
- Choose another more suitable career
- Speak to your friends about what to do

9. What learning strategy could you use to help you overcome a difficulty in reaching your work goals? Tick the correct answer.

- Ask a trainer for help with spelling
- Stay at a friend's house to avoid homework
- Work part-time so you have more time for study
- Change your goals



Day 2

Trish is waiting for you at CareerTime Hub on day two to help you make your career plans. You are excited to work on this with her and have three ideas in your head to plan out. Trish will help you design your plans.

Making a career plan

When you make a career plan, it is important to remember that it is an ongoing process. You need to be able to make changes to it over time and update it when goals are achieved or new barriers are in your way.

You can design your career plan however you like, although it will need to contain some key features.

The key features of your plan should be:

- Date and timeframe for the plan
- A description of your current situation, such as employment, courses being studied, etc.
- A list of the ideal things your new job would have, such as the company's values, the work hours, location, work conditions, pay, etc.
- Your short- and long-term career goals
- The skills you have and the skills you need for the career
- Strategies on how to gain skills, such as training or study options
- The barriers you face and ways to address them
- A step-by-step action plan – these are the strategies that help you achieve the plan.

Here is an example of how your career plan template might look:

Career plan	
Name:	Date:
Timeframe:	
Current situation:	
Wishlist:	
Short-term career goals:	
Long-term career goals:	
Transferable skills:	Skills I need:
Training to be done:	Studying to be done:
Barriers:	How to address the barriers:
Steps to achieve my plan: 1. 2. 3. 4. 5. 6.	
Outcome:	

You and Trish are at CareerTime Hub preparing your plans. You have decided to do three plans based on careers that you like the look of and which you feel you have the personal qualities for.

A sample career plan is provided on the next page:

Example: Career plan – Heavy equipment operator

Name:	1 year	Date:	1 April 2020	Timeframe:	2 Years
Current situation:	I work as an aged carer. I drive my disability group around in the minibus and use the lifter for the wheelchairs.				
Wishlist:	Flexible, shift-based job that is highly paid.				
Short-term goals:	Gain my HMO licence	Long-term goals:	Fly-in, fly-out heavy machine operator		
Transferable skills:	Driving, communication	Skills you need:	Heavy licence, OHS training		
Training to be done:	Placement performing servicing, repair and maintenance on resurfacing fleet	Studying to be done:	Certificate III in Engineering – Mechanical Trade		
Education:	Specialised WHS certificate – local RTO Heavy machinery licence – local RTO				
Barriers:	Fly-in, fly-out is hard for my children. Who will look after them? Talk to mum and aunt. Might not be able to pass test – need support in my training.				
Action steps	Get my licence at local RTO Get my OHS licence at local RTO Apply for FIFO jobs in Kimberly area				
Outcomes:	Employed as a heavy equipment operator for an organisation in the Kimberly area.				

Reviewing your plan

Creating the career plan is the first step, but it won't work without ongoing effort. You will need to check back on it regularly and make sure you are still on track to reach your end goal. You may need to make changes and updates as you go along.

Your plan will help you track your progress. Trying to get too many things done within a short space of time may make you fail at the plan, so it is important to set realistic timeframes for each goal. Ticking off goals as you finish them can help keep you motivated. You may need to alter or add steps, or even change your direction completely if you realise the path isn't quite right for you. Remember that achieving a career plan is a long-term goal.

There are routine strategies you can use when reviewing and changing your plan, such as the following:

- Review your current situation and make changes to the plan if necessary.
- Identify any new barriers that have come up and how they will change your plan.
- Check the job requirements to make sure the required qualifications and training are still correct; look on RTO/ TAFE websites.
- Find out whether the industry you want to work in is going down in opportunities; will there be a demand for this role in the future?
- Check your plan regularly to make sure it still fits with your interests and that your goals have not changed.



Seeking feedback and updating your plan

Feedback is a way of evaluating your work. Evaluate means to check or assess something. Feedback is when someone tells you what they think about something you have done. It helps you to improve how you do things.

When you have made your career plan it is important to ask for feedback. Feedback could be from:

- A person in the industry
- A teacher or mentor
- A career advisor
- Someone you trust

These people might suggest other career options or new ideas that you haven't thought of.

Feedback can be given in different ways, such as:

- Formal feedback
- Informal feedback.

Formal feedback

Formal feedback is planned with a set time and place for the feedback to be given. You could seek formal feedback about your career plan when you make an appointment with a career advisor or from someone who works in the industry.

Formal feedback is written down so:

- You can remember what was talked about
- The date of the feedback is recorded
- You have a record of what you are doing well
- You have a record of the improvements you need to make.

Informal feedback

Informal feedback may happen at any time during the day in a way that has not been formally planned. For example, you could ask a family member to have a look at your career plan. Informal feedback does not take long and it is not written down.

Informal feedback can be helpful because it:

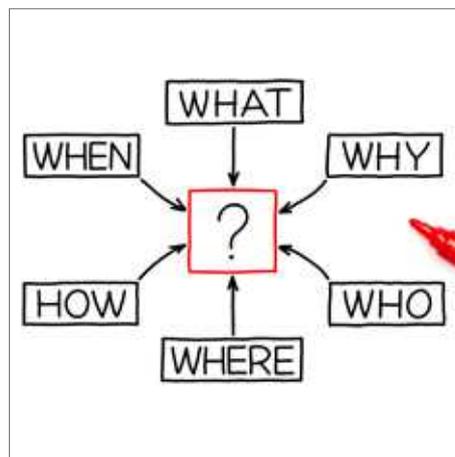
- Can be given straight away
- Can be given while you are doing a task
- Tells you what you are doing well
- Can be used to help answer a question
- Tells you how you can do something better.

Watch this video to learn about the purposes of feedback and the different types of feedback that can be used.



After you have gained feedback, you should review and update your plan. Trish from CareerTime Hub says you should look at and review the timeframe of your plan as you might need more time to transition from your current work.

Completing a career plan can help you learn about yourself. It should be a fun and exciting challenge. Follow the step-by-step strategies on your plan to make your dream a reality.



What has happened on Day 2

You have learned a lot from your second day with Trish from CareerTime Hub. You have learned about:

- Making a career plan
- Reviewing your plan
- Seeking feedback and updating your plan.

Learning checkpoint: Day 2

1. Which of the following should be included in your career plan? There are **three (3)** correct answers. Tick all the correct answers.
 - Date and timeframe for the plan
 - A wish list developed by my family
 - Short- and long-term career goals
 - Skills I have and the skills I need for the career
 - A list of planned holidays
 - A list of reasons why I can't change career

2. Which of the following is a strategy to help develop your skills in a career? Tick the correct answer.
 - Attend a training course about the chosen career
 - Talk to someone who works in the industry
 - Ask your parents to teach you how to do things
 - Look up how to do the skills on the internet

3. What are some of the ways to overcome barriers to getting a career? Tick the correct answer.
 - Don't worry about your writing skills – you'll learn on the job
 - Seek government support for funding for a training course
 - Take your kids to work with you when you don't have someone to look after them
 - Take on five jobs to fit everything in

4. Write **three (3)** strategies you could use that will help you review your plan.

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5. Why should you seek feedback on your plan and update it regularly? Tick the correct answer.

- You need to make sure you are on the right track
- You need practice writing a career plan
- You won't get a job without a career plan

What you have learned

Well done. After your time spent at CareerTime Hub, you have learned about:

- Career planning
- What your personal qualities, interests and skills are
- Thinking about career options
- Researching career options
- Skills and training requirements
- Understanding job roles and requirements
- Upskilling and studying
- Setting work goals
- Overcoming barriers
- Making a career plan
- Reviewing your plan
- Seeking feedback and updating your plan.

You are now ready for the Final Assessment.

