



# Career Action Planner

**Think Positively**

**Prepare Thoroughly**

**Plan Effectively**

**Name:**

**Form (Year 9)** \_\_\_\_\_

**Form (Year 10)** \_\_\_\_\_

**Form (Year 11)**

## Purpose

The purpose of this Career Action Planner is to help you with the important career decisions you will need to make before you leave school at the end of Year 11.

It is vital that you think positively and plan properly so that you make what are the right decisions for you.

You will be given appointments throughout KS4 which will help with your planning. You will also get help from:

- Ken Hughes - Careers Co-Ordinator
- Allie Swindlehurst - Job Centre Plus
- Local Authority Representatives through EHCP

You will need to ask yourself the following questions:

**'Where am I now?'** - a brief description of your achievements, strengths and weaknesses, interests and experiences.

**'Where do I want to be?'** - an outline of your hopes for the future such as continuing your education, training or employment.

**'How can I get there?'** - this will include your intended action to help you achieve your targets.

**'How do I know if I have got there?'** - this will include recording action taken, information gained and decisions taken, such as options Chosen in Year 9 of applications made in Year 11.

## CAREER ACTION PLANNING - YEAR 9/ TERM 1

<b>Where am I now?</b>	<b>Help</b>
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<p>What skills and qualities do I have? What am I good at? How might they help me achieve my careers ideas?</p>	<p>e.g. you could include hobbies, spare time interests; sporting interests and successes, your personal skills (do you get on well with people?) What sort of person are you? What are your best subjects? Have you held posts of responsibility such as form captain?</p>
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<b>Where am I now?</b>	<b>Help</b>
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<p>How might this affect my careers ideas?</p>	<p>What are your worst school subjects? What don't I like doing?</p>
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<p>When I think about careers, these are the things that matter to me.</p>	<p><b>Help</b> Meeting people, helping people, outdoor work, using maths, science related, being creative, being practical, writing</p>
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<b>How can I get there?</b>	<b>Help</b>
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<b>Action to be taken - things to do, people to see (give dates)</b>	<b>Talk to parent/guardian. Find out information in the Careers Library. Speak to subject teachers/tutor.</b> <b>Use Careers Computer Software</b> <b>See Careers Advisor</b>

<b>Help and support I may need</b>	<b>Help</b> <b>Gathering information</b> <b>Making appointments</b> <b>Accessing computers</b>

This Career Action Plan was discussed on \_\_\_\_\_ (date)

Signature (Pupil) \_\_\_\_\_

Signature (School Careers Advisor) \_\_\_\_\_

## CAREER ACTION PLANNING - YEAR 9/ TERM 3

Date of review: \_\_\_\_\_ Signed by pupil: \_\_\_\_\_

<b>Where am I at the end of Year 9</b>	<b>Help</b> <b>List your Option Subjects</b>

<b>Why have you chosen them?</b>	<b>Help</b> <ul style="list-style-type: none"><li>- because you are good at them?</li><li>- because they help your career plans</li></ul>

<b>What further action do I need to take before Year 10?</b>	<b>Help</b> <p>Talk to parent/guardian. Find out information in the Careers Library. Speak to subject teachers/tutor.</p> <p>Use Careers Computer Software</p> <p>See Careers Advisor</p>

## CAREER ACTION PLANNING - YEAR 10

As you begin your GCSE course, it is all too easy to forget about the need for reviewing your career plans - the end of year 11 seems a long way off. However you need to review the decisions you have already made and consider the decisions that have still to be taken. You should therefore arrange to talk to you School Careers Advisor at least twice during Year 10 as well as using the Careers Library, any relevant Careers Computer Software and see the Careers Advisor. Record your planning in the boxes below.

First Year 10 Review on \_\_\_\_\_ ( date)

<b>My careers ideas at the moment are ...</b>	<b>Help</b> <b>Have your career plans changed since your last review?</b>
<b>Am I sure about what I will need for my proposed career?</b>	<b>Help</b> <b>What qualifications?</b> <b>Do I need any special qualities/skills?</b> <b>Do I know when and how I go about applying?</b>
<b>What are my current strengths and weaknesses?</b>	<b>Help</b> <b>What are my achievements since my last review. What are my current best subjects?</b>

First Year 10 Review on \_\_\_\_\_ ( date)

Where am I now?

<b>My careers ideas at the moment are ...</b>	<b>Help</b> Have your career plans changed since your last review?
<b>Am I sure about what I will need for my proposed career?</b>	<b>Help</b> What qualifications? Do I need any special qualities/skills? Do I know when and how I go about applying?
<b>What are my current strengths and weaknesses?</b>	<b>Help</b> What are my achievements since my last review? What are my current best subjects?

What further action do I need to take now?

<b>Actions to be taken - things to do, people to see ( give dates)</b>	<b>Help</b> Talk to parent/guardian. Find out information in the Careers Library. Speak to subject teachers/tutor. <b>Use Careers Computer Software</b> <b>See Careers Advisor</b>
<b>Help and support I may need</b>	<b>Help</b> <b>Gathering Information</b> <b>Making Appointments</b> <b>Accessing Computers</b>

This Action Plan was reviewed on \_\_\_\_\_ (date)

Signature: \_\_\_\_\_ (pupil)

## CAREER ACTION PLANNING - YEAR 10 - TERM 3

### Checklist at the end of Year 10

Questions	
Have I drafted a <i>C.V</i> ?	YES/NO
Have I worked out a letter of application?	YES/NO
Have I had a Careers Interview with the School Career Advisor?	YES/NO
Have I had a careers interview with the <i>Guideline Advisor</i> ?	YES/NO
Have I used the <i>Careers Library</i> ?	YES/NO
Have I used relevant <i>Careers Computer Software</i> ?	YES/NO
Have I kept my <i>Careers Action Planner</i> up to date?	YES/NO

### Decisions I have made

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### Decisions I have still to make

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**Keep the copy of your Career Interview with this planner**

## CAREER ACTION PLANNING - YEAR 11 - TERM 1 and 2

Where do I go from here?

<b>What I intend to do ...</b>	<b>Help</b> Do you intend to continue in education? If so what kind of course do you intend to follow: <ul style="list-style-type: none"><li>- advanced academic course</li><li>- vocational/specialist course</li><li>- modern apprenticeship</li></ul> When you enter the information on the left be as precise as possible
<b>Where I intend to go next</b>	<b>Help</b> Continue your education in <ul style="list-style-type: none"><li>- a school sixth form</li><li>- a sixth form college</li><li>- a further education college</li><li>- a specialist college</li><li>- an independent school</li></ul> Do you know the name of the school or college you intend to apply to?

<p><b>Where I intend to go next (if entering training or employment)</b></p>	<p><b>Help</b> Do you know about Modern Apprenticeships? Do you know what employment is available, locally, and nationally?</p>
<p><b>What do I need to know to help with decisions? What qualifications will I need? Where can I find this information?</b></p>	<p><b>Help</b> Precise qualifications vary depending on the course or type of training you intend to apply for. You can find what you will need from:</p> <ul style="list-style-type: none"> <li>- Careers Advisor</li> <li>- School/College prospectus</li> <li>- Visits from School/College staff</li> <li>- School/College Open Days</li> <li>- Modern Apprenticeship literature</li> <li>- Employers</li> </ul> <p>Record how many GCSE passes you need with the grades required.</p>

## MY RECORD OF ACTION TAKEN IN YEAR 11

<b>Interviews I have had and with who</b>	<b>Date</b>
<b>Prospectus and leaflets I have collected</b>	<b>Date</b>
<b>Open Evenings I have attended</b>	<b>Date</b>
<b>Meetings I have attended in school</b>	<b>Date</b>
<b>Other useful information to record</b>	<b>Date</b>

## PREPARING FOR A CAREERS INTERVIEW

**Questions I want to ask at the careers interview**

1.

2.

3.

4.

5.

**What can I say about myself - as a person, my schoolwork and other interests and activities**


**What am I aiming for?**

**What do I want to discuss - education courses, training and jobs**


**What action do I need to take before the interview?**

**Have a mock interview at school, read prospectus and or other literature**


### **Arrangements for the careers interview**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

What to take: \_\_\_\_\_

Name of interviewer (if known) \_\_\_\_\_

The sort of help you might need from the interview:

Decision Making - not sure what sort of career would suit me

Deciding which courses to take in the sixth form

Help in finding out more about local jobs and training opportunities

Help with finding out more about college courses

Help in finding information

## MY RECORD OF APPLICATION MADE IN YEAR 11

Name of school/college training scheme applied for	Date of interview:
Brief description of what happened on the day. How long were you there? Who did you meet? Were you shown around?	
Questions you were asked	
Questions you asked	
Result of the application (a) accepted or rejected	
(b) conditions of any offer - number of GCSE passes, grades etc	
(c) your response - did you accept or reject the offer?	
Any further comments you would like to make	

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**WHERE I INTEND TO GO NEXT YEAR**

<b>First Choice:</b>
<b>Name of course or training scheme:</b>
<b>Conditions of offer:</b>

<b>Second Choice:</b>
<b>Name of course or training scheme:</b>
<b>Conditions of offer:</b>

<b>Third Choice:</b>
<b>Name of course or training scheme:</b>
<b>Conditions of offer:</b>

**Everyone at xxxxxxxxxxxxxx wish you the best of luck with your  
exams and applications**