

## DRAFT 1

### STUDENT PERSONAL CAREER DEVELOPMENT PLANNER BOOKLET

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| <b>Purpose:</b>        | The individual Student Personal Career Development Planner provides a comprehensive, developmental record of information which will assist students, and those who work with them, to make decisions about their future.   |
| <b>Structure:</b>      | <p>The booklet has been organised into four separate but interrelated categories: Student academic record; Career development record; Personal experience record and action planner; and Student competency record log.</p> <p>While the booklet has been devised as a sequential, integrated package, individual sections are able to be used separately for different purposes.</p>  |
| <b>Use:</b>            | <p>As the planner may be used for different purposes, there will be a number of school staff who will require access, e.g. class teacher, guidance officer, Senior schooling head of department, special needs staff, VET coordinator, Year level coordinator. The planner will be most useful if students perceive ownership of it, and if they know that access to the information is restricted to relevant personnel. These issues should be considered and clarified prior to implementation.</p> <p>It would greatly assist the usefulness of the planner if the records for all students were stored in a central, accessible location and were used as integral components of guidance, career education and work education programs.</p> <p>The Planner is a student's record over time generally developed by the student with assistance from school and community members. It can serve as a tool for collaborative planning between the school, students and their parents or caregivers, school-based and community-based personnel.</p> <p>Activities which would assist in the development of the individual's planner include planned career education, work education or personal development/pastoral care programs; guidance interviews; parent-teacher interviews; subject activities, e.g. projects; guest speakers; workplace visits/placements; part-time &amp; voluntary work, clubs/activities; as well as information obtained from media sources.</p> <p>Compiling and actively using the planner helps students to identify activities, knowledge and personnel needed to assist them in their decision making.</p> |
| <b>Implementation:</b> | It is very important for key people (including students and parents) to be involved in collaborative planning from the beginning of the process, to ensure that the school community is supportive of the implementation of individual student planners.   |

**PERSONAL CAREER DEVELOPMENT PLANNER**

**Student Academic Record**

| Year 8<br>Semester 1 Results |
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| Year 8 Semester 2 Academic Goals |      |
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| Subject                          | Goal |
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| Subjects I enjoy most:           |
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| Tasks/activities I have enjoyed: |
|                                  |
| Help/support I need:             |
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| Year 8<br>Semester 2 Results |
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| Year 9 Semester 1 Academic Goals |      |
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| Subject                          | Goal |
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| Subjects I enjoy most:           |
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| Tasks/activities I have enjoyed: |
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| Help/support I need:             |
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| Year 9<br>Semester 1 Results |
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| Year 9 Semester 2 Academic Goals |      |
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| Subject                          | Goal |
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| Subjects I enjoy most:           |
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| Tasks/activities I have enjoyed: |
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| Help/support I need:             |
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| Year 9<br>Semester 2 Results |
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| Year 10 Semester 1 Academic Goals |      |
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| Subject                           | Goal |
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| Subjects I enjoy most:           |
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| Tasks/activities I have enjoyed: |
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| Help/support I need:             |
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| Year 10<br>Semester 1 Results |
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| Year 10 Semester 2 Academic Goals |      |
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| Subject                           | Goal |
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| Subjects I enjoy most:           |
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| Tasks/activities I have enjoyed: |
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| Help/support I need:             |
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| Year 10<br>Semester 2 Results |
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| Year 11 Semester 1 Academic Goals |      |
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| Subject                           | Goal |
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| Subjects I enjoy most:           |
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| Tasks/activities I have enjoyed: |
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| Help/support I need:             |
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| Year 11<br>Semester 1 Results |
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| Year 11 Semester 2 Academic Goals |      |
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| Subject                           | Goal |
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| Subjects I enjoy most:           |
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| Tasks/activities I have enjoyed: |
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| Help/support I need:             |
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| Year 11<br>Semester 2 Results |
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| Year 12 Semester 1 Academic Goals |      |
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| Subject                           | Goal |
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|----------------------------------|
| Subjects I enjoy most:           |
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|                                  |
| Tasks/activities I have enjoyed: |
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| Help/support I need:             |
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| Year 12<br>Semester 1 Results |
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| Year 12 Semester 2 Academic Goals |      |
|-----------------------------------|------|
| Subject                           | Goal |
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|----------------------------------|
| Subjects I enjoy most:           |
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| Tasks/activities I have enjoyed: |
|                                  |
|                                  |
| Help/support I need:             |
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**Career Development Record**

|                          |
|--------------------------|
| <b>Year 8</b>            |
| <b>Abilities/skills:</b> |
| Things I'm good at:      |
|                          |
|                          |
| Things I'm not good at:  |
|                          |
|                          |
| <b>Achievements:</b>     |
|                          |
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|--------------------------------------|
| Recreation/Leisure pursuits I enjoy: |
|                                      |
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|   |     |
|---|-----|
| Types of occupational areas I am interested in: |     |
| Artistic  | y/n |
| Medical   | y/n |
| Scientific                                      | y/n |
| Technological                                   | y/n |
| Business  | y/n |
| Outdoor   | y/n |
| Social/Welfare                                  | y/n |
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| Jobs I would like to do: |
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|--------------------------|
| <b>Year 9</b>            |
| <b>Abilities/skills:</b> |
| Things I'm good at:      |
|                          |
|                          |
| Things I'm not good at:  |
|                          |
|                          |
| <b>Achievements:</b>     |
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|--------------------------------------|
| Recreation/Leisure pursuits I enjoy: |
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|   |     |
|---|-----|
| Types of occupational areas I am interested in: |     |
| Artistic  | y/n |
| Medical   | y/n |
| Scientific                                      | y/n |
| Technological                                   | y/n |
| Business  | y/n |
| Outdoor   | y/n |
| Social/Welfare                                  | y/n |
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| Jobs I would like to do: |
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|---|
| <b>Year 10</b>  |
| <b>Achievements:</b>  |
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| <b>Abilities/Skills I would like to use in future occupations:</b>      |
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|   |
| <b>Abilities /Skills I would not want to use in future occupations:</b> |
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| <b>Abilities/Skills I would like to improve:</b>                        |
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|---|
| <b>Recreation/Leisure pursuits I enjoy:</b> |
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| <b>Aspects of work which are important to me:</b> |
| Challenge y/n                                     |
| Flexible hours y/n                                |
| Independence y/n                                  |
| Interesting tasks y/n                             |
| Pleasant conditions y/n                           |
| Prestige y/n                                      |
|   |
| Promotion y/n                                     |
| Responsibility y/n                                |
| Routine y/n                                       |
| Security y/n                                      |
| Supervision y/n                                   |
| Teamwork y/n                                      |
| Variety y/n                                       |
|   |
| Other   |

|                                      |
|--------------------------------------|
| <b>Personal qualities I possess:</b> |
| Get on well with others y/n          |
| Willingness to help others y/n       |
| Calm under pressure y/n              |
| Patience y/n                         |
| Ability to influence others y/n      |
| Punctuality y/n                      |
|                                      |
| Good memory y/n                      |
| Self confident y/n                   |
| Others y/n                           |
|                                      |
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| <b>Occupational areas which interest me:</b> |
| Artistic/Creative y/n                        |
| Clerical/Administrative y/n                  |
| Computational/Mathematical y/n               |
| Helping/Community Service y/n                |
| Literacy y/n                                 |
| Manual/Practical y/n                         |
| Medical y/n                                  |
| Outdoor y/n                                  |
| Personal Contact/Influencing y/n             |
| Scientific y/n                               |
| Technical/Engineering y/n                    |

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| <b>Occupations I am interested in:</b> |
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| OCCUPATION ONE  |
|---|
| Course/s of study required for entry:                               |
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|   |
| Minimum level of education required for entry to course/s of study: |
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|   |
| Specific subjects required:   |
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|   |
|   |
| OP approximation:   |
|   |
|   |
| Relevant Field Positions:   |
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|   |
| Related subjects:   |
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| OCCUPATION TWO  |
|---|
| Course/s of study required for entry:                               |
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|   |
|   |
| Minimum level of education required for entry to course/s of study: |
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|   |
| Specific subjects required:   |
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|   |
|   |
| OP approximation:   |
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|   |
| Relevant Field Positions:   |
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|   |
| Related subjects:   |
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| OCCUPATION THREE  |
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| Course/s of study required for entry:                               |
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|   |
| Minimum level of education required for entry to course/s of study: |
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|   |
| Specific subjects required:   |
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|   |
| OP approximation:   |
|   |
|   |
| Relevant Field Positions:   |
|   |
|   |
| Related subjects:   |
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| <b>Year 11</b>   |     |
|--|-----|
| Abilities/Skills that will help me get a job I would like. Ability to: |     |
| Concentrate  | y/n |
| Understand computers   | y/n |
| Remember   | y/n |
| Operate equipment  | y/n |
| Work well with others  | y/n |
| Follow directions  | y/n |
| Speak well   | y/n |
| Influence others   | y/n |
| Solve problems   | y/n |
| Work with my hands   | y/n |

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| Occupations I would like to explore in more detail: |
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| Work Values which are most important to me:         |
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|--------------------------------------|
| My strongest personal qualities are: |
|                                      |
|                                      |
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| <b>OCCUPATION ONE</b>                      |
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| Course/s of study required for entry:      |
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|  |
| Minimum education required:                |
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|  |
| Probable level of education required:      |
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|  |
| Specific subjects required:                |
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|  |
| Possible OP range:                         |
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|  |
| Relevant Field Positions:                  |
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|  |
| Type of institution(s) offering course(s): |
|  |
|  |
| Location of institution(s):                |
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| Personal qualities I would not like to use on an occupation are: |
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| <b>OCCUPATION TWO</b>                      |
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| Course/s of study required for entry:      |
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| Minimum education required:                |
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| Probable level of education required:      |
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| Specific subjects required:                |
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| Possible OP range:                         |
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| Relevant Field Positions:                  |
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| Type of institution(s) offering course(s): |
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| Location of institution(s):                |
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| OCCUPATION THREE                           |
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| Course/s of study required for entry:      |
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| Minimum education required:                |
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| Probable level of education required:      |
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| Specific subjects required:                |
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| Possible OP range:                         |
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| Relevant Field Positions:                  |
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| Type of institution(s) offering course(s): |
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| Location of institution(s):                |
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| OCCUPATION FOUR                            |
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| Course/s of study required for entry:      |
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| Minimum education required:                |
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| Probable level of education required:      |
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| Specific subjects required:                |
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| Possible OP range:                         |
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| Relevant Field Positions:                  |
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| Type of institution(s) offering course(s): |
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| Location of institution(s):                |
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| OCCUPATION FIVE                            |
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| Course/s of study required for entry:      |
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| Minimum education required:                |
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| Probable level of education required:      |
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| Specific subjects required:                |
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| Possible OP range:                         |
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| Relevant Field Positions:                  |
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|  |
| Type of institution(s) offering course(s): |
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|  |
| Location of institution(s):                |
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| <b>Year 12</b>   |
| <b>Abilities/Skills</b><br>My greatest strengths are:    |
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| Abilities I would like to use in future occupations are: |
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| <b>Interests</b>                              |
| My major areas of occupational interests are: |
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| <b>Work Values</b> which are important to me: |
| Essential:                                    |
|   |
| Desirable:                                    |
|   |
|   |

| <b>OCCUPATIONS TO EXPLORE IN MORE DETAIL</b>                     |  |  |  |  |
|--|--|--|--|--|
| <b>Title</b>   |  |  |  |  |
| <b>Entry (Direct/Further study)</b>                              |  |  |  |  |
| <b>Minimum education required</b>                                |  |  |  |  |
| <b>Probable level of education needed</b>                        |  |  |  |  |
| <b>Course(s) of study required (incl. Institution/providers)</b> |  |  |  |  |
| <b>Specific subjects required</b>                                |  |  |  |  |
| <b>Possible OP required</b>                                      |  |  |  |  |
| <b>Relevant Field Positions</b>                                  |  |  |  |  |
| <b>Special admission/application schemes</b>                     |  |  |  |  |
| <b>Application deadlines/ideal timelines</b>                     |  |  |  |  |
| <b>Preferred pathway to reach occupational goal</b>              |  |  |  |  |
| <b>Alternative pathway to reach occupational goal</b>            |  |  |  |  |
| <b>Other information</b>   |  |  |  |  |

## Student Personal Experience Record and Action Plan

### Year 8

| Things I have done |       |          |         | Things I need to do |       |          |          |
|--------------------|-------|----------|---------|---------------------|-------|----------|----------|
| Spoken to:         | Name  | Position | Date    | Speak to:           | Name  | Position | Timeline |
|                    |       |          |         |                     |       |          |          |
|                    |       |          |         |                     |       |          |          |
|                    |       |          |         |                     |       |          |          |
| Read               |       |          |         | Read                |       |          |          |
|                    |       |          |         |                     |       |          |          |
|                    |       |          |         |                     |       |          |          |
| Visited            | Place | Date     | Purpose | Visit               | Place | Timeline | Purpose  |
|                    |       |          |         |                     |       |          |          |
|                    |       |          |         |                     |       |          |          |
|                    |       |          |         |                     |       |          |          |
| Other experiences  |       |          |         | Other experiences   |       |          |          |
|                    |       |          |         |                     |       |          |          |

### Year 9

| Things I have done |       |          |         | Things I need to do |       |          |          |
|--------------------|-------|----------|---------|---------------------|-------|----------|----------|
| Spoken to:         | Name  | Position | Date    | Speak to:           | Name  | Position | Timeline |
|                    |       |          |         |                     |       |          |          |
|                    |       |          |         |                     |       |          |          |
|                    |       |          |         |                     |       |          |          |
| Read               |       |          |         | Read                |       |          |          |
|                    |       |          |         |                     |       |          |          |
|                    |       |          |         |                     |       |          |          |
|                    |       |          |         |                     |       |          |          |
| Visited            | Place | Date     | Purpose | Visit               | Place | Timeline | Purpose  |
|                    |       |          |         |                     |       |          |          |
|                    |       |          |         |                     |       |          |          |
|                    |       |          |         |                     |       |          |          |
| Other experiences  |       |          |         | Other experiences   |       |          |          |
|                    |       |          |         |                     |       |          |          |

| Year 10  |                           |          |      |                     |                           |             |          |
|--|---------------------------|----------|------|---------------------|---------------------------|-------------|----------|
| Things I have done                               |                           |          |      | Things I need to do |                           |             |          |
| Spoken to:                                       | Name                      | Position | Date | Speak to:           | Name                      | Position    | Timeline |
|  |                           |          |      |                     |                           |             |          |
|  |                           |          |      |                     |                           |             |          |
|  |                           |          |      |                     |                           |             |          |
|  |                           | Yes      | No   |                     |                           | Publication | Timeline |
| Read:  | Job Guide                 |          |      | Read:               | Job Guide                 |             |          |
|  | Tertiary Prerequisites    |          |      |                     | Tertiary Prerequisites    |             |          |
|  | School Subject Handbook   |          |      |                     | School Subject Handbook   |             |          |
|  | Other                     |          |      |                     | Other                     |             |          |
| Investigated:                                    | OZ JAC                    |          |      | Investigated:       | OZ JAC                    |             |          |
|  | Career Guidance programs  |          |      |                     | Career Guidance programs  |             |          |
|  | Other                     |          |      |                     | Other                     |             |          |
|  |                           |          |      |                     |                           |             |          |
| Participated in:                                 | Paid employment           |          |      | Participated in:    | Paid employment           |             |          |
|  | Work observation          |          |      |                     | Work observation          |             |          |
|  | Work experience           |          |      |                     | Work experience           |             |          |
|  | Structured work placement |          |      |                     | Structured work placement |             |          |
|  | Other                     |          |      |                     | Other                     |             |          |
| Visited :  |                           |          |      | Visited:            |                           |             |          |
|  |                           |          |      |                     |                           |             |          |
|  |                           |          |      |                     |                           |             |          |
|  |                           |          |      |                     |                           |             |          |
| Other things I have done (e.g. compiled resume): |                           |          |      | Other:              |                           |             |          |
|  |                           |          |      |                     |                           |             |          |
|  |                           |          |      |                     |                           |             |          |

| Year 11  |                              |          |                     |                  |                              |          |           |
|--|------------------------------|----------|---------------------|------------------|------------------------------|----------|-----------|
| Things I have done`                              |                              |          | Things I need to do |                  |                              |          |           |
| Spoken to:                                       | Name                         | Position | Date                | Speak to:        | Name                         | Position | Timeline  |
|  |                              |          |                     |                  |                              |          |           |
|  |                              |          |                     |                  |                              |          |           |
|  |                              |          |                     |                  |                              |          |           |
|  |                              |          | Yes                 | No               | Publication                  |          | Timelines |
| Read:  | Job Guide                    |          |                     | Read:            | Job Guide                    |          |           |
|  | Other                        |          |                     |                  | Other                        |          |           |
|  |                              |          |                     |                  |                              |          |           |
|  |                              |          |                     |                  |                              |          |           |
| Investigated:                                    | OZ JAC                       |          |                     | Investigated:    | OZ JAC                       |          |           |
|  | Career Guidance programs     |          |                     |                  | Career Guidance programs     |          |           |
|  | Other                        |          |                     |                  | Other                        |          |           |
|  |                              |          |                     |                  |                              |          |           |
| Participated in:                                 | Community service activities |          |                     | Participated in: | Community service activities |          |           |
|  | Paid after school employment |          |                     |                  | Paid after school employment |          |           |
|  | Vacation employment          |          |                     |                  | Vacation employment          |          |           |
|  | School based traineeship     |          |                     |                  | School based traineeship     |          |           |
|  | Work experience              |          |                     |                  | Work experience              |          |           |
|  | Work placement               |          |                     |                  | Work placement               |          |           |
|  | Industry placement           |          |                     |                  | Industry placement           |          |           |
|  | TAFE/Cooperative programs    |          |                     |                  | TAFE/Cooperative programs    |          |           |
|  | Other                        |          |                     |                  | Other                        |          |           |
| Other things I have done (e.g. compiled resume): |                              |          | Other :             |                  |                              |          |           |
|  |                              |          |                     |                  |                              |          |           |
|  |                              |          |                     |                  |                              |          |           |

| Year 12          |   |          |      | Things I have done |   |             |           | Things I need to do |  |  |  |  |
|------------------|---|----------|------|--------------------|---|-------------|-----------|---------------------|--|--|--|--|
| Spoken to:       | Name  | Position | Date | Speak to:          | Name  | Position    | Timeline  |                     |  |  |  |  |
|                  |   |          |      |                    |   |             |           |                     |  |  |  |  |
|                  |   |          |      |                    |   |             |           |                     |  |  |  |  |
|                  |   |          |      |                    |   |             |           |                     |  |  |  |  |
|                  |   | Yes      | No   |                    |   | Publication | Timelines |                     |  |  |  |  |
| Read:            | Job Guide                                   |          |      | Read:              | Job Guide                                   |             |           |                     |  |  |  |  |
|                  | Queensland tertiary courses                 |          |      |                    | Queensland tertiary courses                 |             |           |                     |  |  |  |  |
|                  | Other                                       |          |      |                    | Other                                       |             |           |                     |  |  |  |  |
|                  |   |          |      |                    |   |             |           |                     |  |  |  |  |
| Investigated:    | OZ JAC                                      |          |      | Investigated:      | OZ JAC                                      |             |           |                     |  |  |  |  |
|                  | Career Guidance programs                    |          |      |                    | Career Guidance programs                    |             |           |                     |  |  |  |  |
|                  | Other                                       |          |      |                    | Other                                       |             |           |                     |  |  |  |  |
|                  |   |          |      |                    |   |             |           |                     |  |  |  |  |
| Participated in: | Paid employment                             |          |      | Participated in:   | Paid employment                             |             |           |                     |  |  |  |  |
|                  | Work observation                            |          |      |                    | Work observation                            |             |           |                     |  |  |  |  |
|                  | Work experience                             |          |      |                    | Work experience                             |             |           |                     |  |  |  |  |
|                  | Structured work placement                   |          |      |                    | Structured work placement                   |             |           |                     |  |  |  |  |
|                  | Other                                       |          |      |                    | Other                                       |             |           |                     |  |  |  |  |
| Visited          | Careers Market                              |          |      | Visited            | Careers Market                              |             |           |                     |  |  |  |  |
|                  | Uni Open days/Info nights                   |          |      |                    | Uni Open days/Info nights                   |             |           |                     |  |  |  |  |
|                  | TAFE Open day/nights                        |          |      |                    | TAFE Open day/nights                        |             |           |                     |  |  |  |  |
|                  | Career Information Centre/Centrelink Office |          |      |                    | Career Information Centre/Centrelink Office |             |           |                     |  |  |  |  |
| Other activities |   |          |      | Other:             |   |             |           |                     |  |  |  |  |
|                  |   |          |      |                    |   |             |           |                     |  |  |  |  |
|                  |   |          |      |                    |   |             |           |                     |  |  |  |  |

**Individual Student Competency Record Log**

**Year 8/9/10**

| Competency area                                | Current competency level |              | Type of support required | How can support be provided | Links to other programs |
|--|--------------------------|--------------|--------------------------|-----------------------------|-------------------------|
|  | support needed           | satisfactory |                          |                             |                         |
| Collecting, analysing & organising information |                          |              |                          |                             |                         |
| Communicating ideas & information              |                          |              |                          |                             |                         |
| Planning & organising activities               |                          |              |                          |                             |                         |
| Working with others & in teams                 |                          |              |                          |                             |                         |
| Using mathematical ideas & techniques          |                          |              |                          |                             |                         |
| Solving problems                               |                          |              |                          |                             |                         |
| Using technology                               |                          |              |                          |                             |                         |
| Cultural understanding                         |                          |              |                          |                             |                         |

|                |
|----------------|
| <b>Year 11</b> |
|----------------|

| <b>Competency area</b>  | <b>Date completed</b> | <b>Links to other programs</b> | <b>Additional support needed</b> | <b>Provider of required support</b> | <b>Not applicable</b> |
|---|-----------------------|--------------------------------|----------------------------------|-------------------------------------|-----------------------|
| <b>Work education - Core competencies</b> <ul style="list-style-type: none"> <li>▪ Personal career &amp; learning development plan</li> <li>▪ Self esteem &amp; self image</li> <li>▪ Occupational health &amp; safety</li> <li>▪ Job search &amp; interview skills</li> <li>▪ Industrial &amp; workplace relations</li> </ul>  |                       |                                |                                  |                                     |                       |
| <b>Work education - Elective competencies</b> <ul style="list-style-type: none"> <li>▪ Communication of messages</li> <li>▪ Application of knowledge of business to administrative tasks</li> <li>▪ Following of work schedules</li> <li>▪ Team participation</li> <li>▪ Operate office equipment</li> <li>▪ Access &amp; retrieve computer data</li> <li>▪ Apply enterprising approach in an approved project</li> </ul> |                       |                                |                                  |                                     |                       |
| <b>Structured workplace learning - Other areas of competency</b> <ul style="list-style-type: none"> <li>▪ Literacy</li> <li>▪ Numeracy</li> <li>▪ Personal/Interpersonal skills</li> <li>▪ Hospitality modules</li> <li>▪ Office skills modules</li> <li>▪ Construction modules</li> <li>▪ Engineering modules</li> <li>▪ Horticulture modules</li> <li>▪ Recreation modules</li> <li>▪ Other</li> </ul>                  |                       |                                |                                  |                                     |                       |

|                |
|----------------|
| <b>Year 12</b> |
|----------------|

| <b>Competency area</b>  | <b>Date completed</b> | <b>Links to other programs</b> | <b>Additional support needed</b> | <b>Provider of required support</b> | <b>Not applicable</b> |
|---|-----------------------|--------------------------------|----------------------------------|-------------------------------------|-----------------------|
| <b>Work education - Core competencies</b> <ul style="list-style-type: none"> <li>▪ Personal career &amp; learning development plan</li> <li>▪ Self esteem &amp; self image</li> <li>▪ Occupational health &amp; safety</li> <li>▪ Job search &amp; interview skills</li> <li>▪ Industrial &amp; workplace relations</li> </ul>  |                       |                                |                                  |                                     |                       |
| <b>Work education elective competencies</b> <ul style="list-style-type: none"> <li>▪ Communication of messages</li> <li>▪ Application of knowledge of business to administrative tasks</li> <li>▪ Following of work schedules</li> <li>▪ Team participation</li> <li>▪ Operate office equipment</li> <li>▪ Access &amp; retrieve computer data</li> <li>▪ Apply enterprising approach in an approved project</li> </ul> |                       |                                |                                  |                                     |                       |
| <b>Structured workplace learning - Other areas of competency</b> <ul style="list-style-type: none"> <li>▪ Literacy</li> <li>▪ Numeracy</li> <li>▪ Personal/interpersonal skills</li> <li>▪ Hospitality modules</li> <li>▪ Office skills modules</li> <li>▪ Construction modules</li> <li>▪ Engineering modules</li> <li>▪ Horticulture modules</li> <li>▪ Recreation modules</li> <li>▪ Other</li> </ul>                |                       |                                |                                  |                                     |                       |