

**FSKLRG010**

# **Use routine strategies for career planning**

**Release 1**

**Learner guide**

Aspire Version 1.1

FSKLRG010



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## 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?

## 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.



## 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

## 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.

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

<b>Nurse</b>	<b>Heavy equipment operator</b>	<b>Chef</b>
Diploma of Nursing	Apprenticeship	Certificate III Cookery
Certificate III Health Services Assistant	Licence	Safe food handling
	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.



## 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.