

Student Services

Career Planning Audit

The following career planning audit is comprised of five sections, which are related to the four step career planning process. More information regarding Career Planning is available on the TAFE SA website <https://www.tafesa.edu.au/services/career-services>

Instructions:

Each section has 10 statements. Carefully read through each statement and score yourself. Work through all five sections, recording your scores at the foot of each section.

After completing the final section, add up your totals for all five. Then turn to the final page to find out what your scores indicate about your career planning skills.

Remember, don't worry about low scores - this isn't a test. The Career Planning Audit is designed to help you assess which areas and skills you may wish to develop during your time at TAFE SA.



1. KNOW YOURSELF	POOR	FAIR	GOOD	EXCELLENT
I am aware of my strengths and attributes - e.g. my skills, experience, knowledge and how they can make me valuable in the job market	0	1	2	3
I am aware of my skills, weaknesses, opportunities and talents (SWOT) so I can better achieve my personal goals	0	1	2	3
I am clear about my values in life and these are closely matched to my career plans	0	1	2	3
I have a good understanding of my personality, and what types of careers might suit me	0	1	2	3
I give thought to my motivations and what I want to achieve from my career	0	1	2	3
I feel good about myself and have self-confidence in my capabilities	0	1	2	3
I have comprehensive evidence which provides details of my personal development - e.g. certificates / evidence of work	0	1	2	3
I have a clear vision and long-term goals for my personal life	0	1	2	3
I deal with change and uncertainty in a positive, flexible and open-minded manner	0	1	2	3
I understand how I learn most effectively and know how to make good use of the learning opportunities available to me	0	1	2	3
TOTAL FOR EACH COLUMN				
TOTAL – SECTION 1				

2. EXPLORE	POOR	FAIR	GOOD	EXCELLENT
I use websites such as 'Job Outlook' and 'Myfuture' to help me to explore career options	0	1	2	3
I know the sort of speciality I want to work in - e.g., patient contact, clinical skills, hospital, community	0	1	2	3
I talk to people who are working in the careers that interest me to learn more about the job	0	1	2	3
I have researched the careers that interest me and know what tasks it involves on a day-to-day basis	0	1	2	3
I make good use of employment data and statistics regarding careers that interest me	0	1	2	3
I am targeting career areas which are growing rather than declining	0	1	2	3
I have explored how my current set of skills and experience could be applied to careers that interest me	0	1	2	3
I regularly review the opportunities available in my areas of interest	0	1	2	3
I have good research skills and can investigate and explore new opportunities	0	1	2	3
People around me are aware of my career aspirations (e.g. my mentor, family & friends, or someone doing a job that I would like to do)	0	1	2	3
	TOTAL FOR EACH COLUMN			
	TOTAL – SECTION 2			

3. DECIDE	POOR	FAIR	GOOD	EXCELLENT
I have made an informed decision on my future career, based on an assessment of my strengths, values, experiences and opportunities	0	1	2	3
I allow myself enough time to plan my future	0	1	2	3
I have identified people who can help me achieve my career goals	0	1	2	3
I am aware of the internal and external factors that can help or hinder me - e.g. limitations and decisions that are out of my control	0	1	2	3
I am aware of the range of learning opportunities available to me to help me with my career goals	0	1	2	3
When planning things, I break my goals down into practical, manageable steps	0	1	2	3
I am clear about my learning and development needs, and how they match my career goals	0	1	2	3
I have made a plan for pursuing my career - identifying achievable goals & learning objectives with measurable results and time frames	0	1	2	3
I regularly read newspapers and books to keep me up to date with new developments within my future career area	0	1	2	3
I have the ability to learn from the successes and mistakes of myself and others around me	0	1	2	3
	TOTAL FOR EACH COLUMN			
	TOTAL – SECTION 3			

4. ACT	POOR	FAIR	GOOD	EXCELLENT
I have identified the training opportunities that will help me with my career goals, and am taking steps to enrol in courses	0	1	2	3
I have an up-to-date, well organised, concise resume which clearly sells my skills and abilities	0	1	2	3
I am able to clearly describe my strengths through written or verbal communication	0	1	2	3
I have one or more role models, friends and acquaintances from whom I can learn and who can support me in my learning and development	0	1	2	3
I try to take lots of small risks in order to increase my skills and confidence	0	1	2	3
I manage my time effectively and efficiently, spending as much of it as possible doing the things I enjoy and am good at	0	1	2	3
I am confident at verbally promoting the benefits I can bring to a situation - e.g. good communication skills, sense of humour	0	1	2	3
I am aware of my personal appearance, and what I can do to improve my presentation for job interviews.	0	1	2	3
I have proven success in applying my skills within new contexts and situations	0	1	2	3
I know what I want to get out of relationships with employers and what they expect in return	0	1	2	3
	TOTAL FOR EACH COLUMN			
	TOTAL – SECTION 4			

5. REVIEW	POOR	FAIR	GOOD	EXCELLENT
I regularly review my progress against objectives I set myself and am able to adjust my goals in light of changing circumstances	0	1	2	3
I take time out to reflect on my learning & achievements	0	1	2	3
I am aware of when I reach a plateau in my learning and then actively seek new opportunities	0	1	2	3
I continually assess the balance between my work and personal life	0	1	2	3
I continue to develop my skills and knowledge in order to be employable	0	1	2	3
I regularly seek feedback from people about my performance	0	1	2	3
I am able to uncover new learning opportunities or create new ones	0	1	2	3
I am able to accept and learn from failure in a positive manner	0	1	2	3
I am able to maintain a feeling of self-worth even in the face of rejection	0	1	2	3
I have a range of people that I can call on for advice, encouragement, information and help with problems	0	1	2	3
	TOTAL FOR EACH COLUMN			
	TOTAL – SECTION 5			

Totals for my career planning audit

TOTAL – SECTION 1	
TOTAL – SECTION 2	
TOTAL – SECTION 3	
TOTAL – SECTION 4	
TOTAL – SECTION 5	
GRAND TOTAL – OVERALL SCORE (MAX 150)	

What Next?

The score chart below gives you an overall indication of your current situation, your strengths, weaknesses and what to do next. Don't worry about your score; look at the areas in your audit where you scored lowest and take steps to address them. Keep coming back to this audit as you plan your future.

YOUR SCORE	COMMENT	POSSIBLE ACTIONS TO TAKE
Below 70	You are not fully managing your learning or your future career, nor are you making the most of the opportunities available.	<p>You have the capability but may lack some consistency in your approach. Perhaps you tend to react only in times of trouble - and then find you're ill-equipped to deal with the situation. You may wish to consider:</p> <ul style="list-style-type: none"> • Spending time reflecting on your skills and values • Finding a mentor • Building your networks • Researching future opportunities available to you • Use the TAFE SA Career Planning Process to work through the steps to developing your career goals https://www.tafesa.edu.au/services/career-services • Also see the suggestions in boxes below
70 -99	You are an average performer. You may tend to be more reactive than proactive.	<p>You probably know what you should do, but don't actually do it. You may wish to consider:</p> <ul style="list-style-type: none"> • What are my weaknesses? Do they revolve around time, ability, resources or motivation? • Who can help me? • Use the TAFE SA Career Planning Process to work through the steps to developing your career goals in the sections where you scored lowest: https://www.tafesa.edu.au/services/career-services • Also see the suggestions in boxes below
100 - 124	You are well on your way to effectively managing your career and learning.	Take another look at the low scores within your audit. Ensure that you understand where the gaps are and develop an Action Plan to address the areas for development. Make sure you are using all the resources available to you.
125 - 150	You are very focused, aware of strengths and opportunities, flexible in a changing world, and a self-starter with all the hallmarks of a true lifelong learning super person!	Keep going - because what you're doing is not a static process. Make sure you have realistically scored yourself - and beware of making general assumptions that can't be backed up with evidence.