

Student Services

Career Planning Worksheet

Use this worksheet together with the Career Planning information to find out more about yourself and plan your career. If you need to speak further with a member of the Student Services team about your career planning, please bring this completed worksheet with you to your appointment. An electronic copy of this information is available on the TAFE SA Career Services website: <https://www.tafesa.edu.au/services/career-services>

KNOW YOURSELF

The task of understanding who you are, what motivates, drives and excites you.

My Skills	Identify your own skills and talents using the SWOT Analysis Worksheet <ul style="list-style-type: none"> Strengths, Weaknesses, Opportunities, Threats (SWOT) Analysis (https://www.mindtools.com/pages/article/newTMC_05_1.htm) 	Two strengths are: 1. 2. Two weaknesses might be: 1. 2.
My Values	Determine what would make you happy in a job by taking the 'Ideal Job' Quiz <ul style="list-style-type: none"> Your ideal job (https://stewartcoopercoon.com/individual-executive-placement/how-competitive-are-you-2/your-ideal-job/) 	List four things you learnt about yourself /your ideal job: 1. 2. 3. 4.
My personality	Learn about your personality type and what types of jobs match your personality <ul style="list-style-type: none"> MBTI (http://www.humanmetrics.com/cgi-win/jtypes2.asp) MBTI careers (http://www.personalitypage.com/careers.html) 	My MBTI Personality Type is: Four interesting jobs which match my personality type are: 1. 2. 3. 4.
My motivations	Think about what your motivations are for planning your career change E.G.: career growth, distance from home, family responsibilities, work environment, money, fame, power, creativity, independence, social interaction, challenging roles, job opportunities, satisfaction, and helping others.	Four things that are motivating me to change careers: 1. 2. 3. 4.

EXPLORE

The task of understanding the employment landscape and what opportunities exist in the world of work.

Myfuture (<https://myfuture.edu.au/>) **Job Outlook** (<http://joboutlook.gov.au/>)

Careers that interest me	Average income	Job opportunities or growth	Qualifications that I need to work in this career
1.			
2.			
3.			

DECIDE

The task of processing information about yourself and what opportunities exist, and formulating a personal plan.

Careers that interest me	Good things about this career	Bad things about this career	Places I could volunteer or get experience	TAFE SA courses I could study
1.				
2.				
3.				

My career planning priority is to: _____

How ready am I to make my career change? My score on the Career Planning Audit is:

- **Career Planning Audit** (<https://www.tafesa.edu.au/services/career-services>)

125 - 150	100 – 124	70 – 99	Below 70
You are very focussed, aware of strengths & opportunities.	You are well on your way to effectively managing your career & learning	You are an average performer & may tend to be more reactive than proactive	You are not fully managing your learning or your future career, nor making the most of the opportunities available.

ACT

The Task of turning your ideas into action.

- **TAFE SA courses** (<https://www.tafesa.edu.au/courses/award-courses>).

What course I would like to study at TAFE SA	
What are the course admission requirements for this course?	
Is the course currently open for applications & what is the closing date?	
What location is the best option for me to study?	
How long will it take me to finish my course?	
What is the cost of this course?	
How will I pay my fees?	

Need to speak with a Student Services staff member about your career planning & study options?

Either phone Student Services reception on 8463 5082, contact the TAFE SA infoline in 1800 882 661, or contact your local TAFE SA campus.