



# MY TRANSITION PLAN 2019

Name: \_\_\_\_\_



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Planning for life after school is called “transition planning”.

Transition is the process of moving from one set of circumstances to another.

You will be making transitions for the rest of your life.

Making transitions is exciting, but it can also be challenging and confusing.

*My Transition Plan* is a resource that will help you with your preparation and decision.

It is designed to make you think about yourself, to research your options and to plan the next steps.

## How to use MTP

Feel free to write, draw, make notes, highlight...whatever will help you get the most out of it.

There are no right or wrong answers. Sharing what you write is optional.

This is your opportunity to:

- think about **who** you are – your skills, abilities, values, interests
- find out about the many **options** available
- make decisions that suit **you** at the moment

# SECTION I SELF AWARENESS

This is all about **YOU**

An essential skill in career planning is to be able to talk about **who** you are, **what** you want to do and **why**.

You need to spend time **thinking**... about things you enjoy doing, your values and expectations, how you can contribute to society, your limitations.

You need to be clear about what kind of work will give **you fulfilment** and what you can **offer** an employer.

These are the questions a Careers Adviser might ask you to consider as a way to determine the kind of work that would suit you. Answer and discuss.

1. When I was young I thought I wanted to be a \_\_\_\_\_  
Now I think I'd like to be 1. \_\_\_\_\_ OR 2. \_\_\_\_\_ OR 3. \_\_\_\_\_
2. Who will **influence** your choices? What **advice** are they giving you now? Do you **agree**?  
\_\_\_\_\_
3. What do you like to do in your **spare time**?  
\_\_\_\_\_
4. **What do you enjoy** about these activities? ( .....more analysis than just "I like it " )  
\_\_\_\_\_  
\_\_\_\_\_
5. What are you **really good** at?  
\_\_\_\_\_
6. What do **other people** say you are good at?  
\_\_\_\_\_
7. Have you been part of a team or an organisation? **Think deeply** about what you've learned about yourself from doing this.  
\_\_\_\_\_  
\_\_\_\_\_

6. Do you have a **part time job**? What skills have you gained and has the work **helped you to decide** what you want or don't want in a job?

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9. Close your eyes and **visualise** yourself at age 20. What are you doing?

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## School

1. Which school subject/s do you enjoy most? \_\_\_\_\_

2. What do you **enjoy most** about these subjects?

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3. Which school subject do you **enjoy least**? Why?  
(it helps your decision making to figure out what you **don't** want in a job)

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4. Think about other things you have **participated** in at school. What did you enjoy about these?

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## TO DO These are your "go to" websites

- [www.myfuture.edu.au](http://www.myfuture.edu.au) This website has everything. It will guide you through the steps of career decision making, links to information, articles, bullseye posters – which occupations might your favourite school subject lead to?
- [www.jobjump.com.au](http://www.jobjump.com.au) Designed for Year 12 students. Our password is **grc**. Register here to be on top of news, events, opportunities and dates related to the occupations that YOU nominate. Also Careerwiz, resume building, job vacancies, videos and activities. Easy SEARCH facility for scholarships, ATAR and degrees
- [www.grcoatleycareers.com](http://www.grcoatleycareers.com) Post school options....and so much more. Links to further study info, smart and skilled, tax file number. Use the **For students / Student secure area** – interest test, skills and abilities activities, resume template, sample cover letter, build your portfolio
- [www.joboutlook.gov.au](http://www.joboutlook.gov.au) Take the career Quiz and explore careers you might enjoy. Learn about daily tasks, skills needs, pathways and prospects.

## How to choose a career for the new world of work

What is the future of work and which jobs will be around? FYA research has found out some interesting trends around the skills needed for jobs of the future. Rather than looking at one 'dream job' we can instead think about a 'dream cluster' – where we match our skills and interests to a cluster where they are portable across different jobs.

In a world where many positions are disappearing and others are being created due to increased automation and globalisation, being able to move across jobs is going to be important



Highlight the cluster/s where you best fit .

Try this quiz and see if the result matches your choice

<https://www.fya.org.au/2016/12/09/quiz-can-we-guess-your-ideal-job-cluster-based-on-your-life-choices/>

## SECTION 2

## SKILLS for EMPLOYMENT

**A skill is a learned ability to do something well**

Skills are **transferable** = they develop over time and can be used in a variety of school work, social or other situations.

Knowledge of your skills will help you find career options which **utilise your skills**.

In the **ever changing** job market you will learn to package different skills to suit the employment **opportunities**.

**Gather examples** of when you have **demonstrated** these skills and add these to your portfolio.

You will use the following **vocabulary** and **definitions** when you are writing job applications

### Personal attributes sought by employers.....

Loyalty

Sense of humour

Commitment

Common sense

Honesty / Integrity

Ability to deal with pressure

Enthusiasm

Motivation

Reliability

Adaptability

Personal presentation

Flexibility

Balanced attitude to work/home life

Positive self esteem

→ **Highlight or circle the top 5 personal attributes that you possess**  
and **give examples** to support this.

## Employability Skills

Key Skills	This means the ability to...
Communication	Convey <b>information</b> in both verbal and written formats as appropriate for the needs of the target audience.
Teamwork	Work in <b>groups</b> towards a combined <b>effort</b> .
Problem solving	Understand and deal with <b>difficult questions</b> or things, apply logic or reasoning to review information, identify problems, their causes, evaluate options and select the <b>best solution</b> .
Initiative and enterprise	Act without prompting, readiness to be energetic and inventive and <b>contribute</b> to innovative outcomes
Planning and organising	Coordinate and give <b>orderly structure</b> to things or tasks.
Self- management	<b>Cope with, prioritise and meet</b> your own work and personal commitments, be proactive in planning, time management and setting challenges, seek <b>balance</b>
Learning skills	Acquire new knowledge or skills via study, experience or training
Technology	Work with <b>new technology</b> and demonstrate proficiency with computer programs.
Creativity	Originate or imagine <b>new ideas</b> , methods, or products.

→ Highlight or circle your top 5 skills

If you can articulate your skills and attributes you are more likely to secure the job you want.

# Don't underestimate the skills you already have

## TO DO

### Not sure what your skills are?

[www.grcoatleycareers.com](http://www.grcoatleycareers.com) for students / students secure area / skills & abilities - this activity will help you to think more about what your strengths might be.

### How do I develop the skills that employers value?

- A skill is usually developed **over time** through **training** or **experience**.
- Your skills will develop with **use**.
- Consider the situations in which you have **demonstrated** them – at school, work (paid and unpaid) and extra curricular activities.
- **Practise** talking about your skills and attributes – you will then be prepared for the job interview.
- Continued **reflection and development** is essential.

### THREE basic resume rules

1. it's got to look good. Decent quality paper, orderly layout and NO SPELLING MISTAKES
  2. allocate space in accordance with the **importance** and **relevance** of the information
  3. **it must be sent with a covering letter.**
- An ideal resume is a short document which is **easy to read** and gives your potential employer a snap shot of why you would be **good for the job**.
  - **Focus on the skills** and experience you have gained through school, study, work experience, sport and hobbies
  - Make important words stand out in **bold** and use dot points to make it easy for employers to scan and pick up the **key points** quickly
  - Have an up to date **master resume** saved and backed up, then tailor it to suit the job
  - [grcoatleycareers](http://grcoatleycareers) has an easy to use template for resume and cover letter

### Portfolio

Everyone needs a portfolio, but what is it?

- A **life-long tool** to help you express who you are
- A dynamic collection of materials which summarise, document, highlight the best of who you are, what you've done, and what you hope to do
- Evidence of your potential

You will collect things like:

- **Personal information** – documents, records, papers, certificates, licenses
- **Leisure/non-work activities** – memberships, volunteer activities, performances, sports, travel, hobbies
- **Learning experiences** – courses, results, appraisals, awards, conferences, work samples





# Jo Student

123 Magpie St  
Somewhere NSW 2345  
Mobile: 0424 123 456  
Email: [jostudent@hotmail.com](mailto:jostudent@hotmail.com)

## Career objective

I am looking for a position as a trainee veterinary nurse where I can develop skills that will allow me to assist in helping a wide range of animals needing care.

## Qualifications

2019 Higher School Certificate  
Somewhere High School  
Subjects studied: Animal Studies TVET, English Standard, Environmental Science, Mathematics, VET Retail (school-based trainee)

## Transferable skills and personal attributes

### *Communication skills*

My written and verbal communication skills are excellent. I have always achieved above average marks for the written component of my school work. I continually seek feedback from teachers to ensure that I have comprehended what is required of me to achieve an outcome. My assignments often require that I present to the class for assessment. This enhanced my communication skills and enabled me to convey ideas to a number of different people.

### *Self-management and problem solving skills*

When confronted with a problem, I thoroughly examine all options and evaluate the best course of action to take to ensure that the problem is solved. I manage my time well and prioritise tasks in order of importance. As a result, I have always submitted my course by the due date.

### *Energy, enthusiasm and initiative*

I am a conscientious student who puts 100% effort into all of my work. While studying, I have strived to learn new concepts and to continually improve the marks I received for my course work. My motivation to improve has resulted in significant improvements in my study results. These are attributes that I am sure I could apply to a position within the workplace.

## Extracurricular activities/interests and hobbies

I have always had an interest in animals and the environment. I spend time each week caring for the welfare of the family pets, including grooming and walking. I enjoy maintaining a high level of physical fitness. I enjoy playing the violin and the piano.

## Referees

Ms Pam Poodle  
Office manager  
ABC veterinary clinic  
Ph: 0123456789

Mr Gary Trumpet  
Piano teacher  
Oatley Music School  
Ph: 0123498765

## SECTION 3

## SEEKING INFORMATION

Wise decisions are based on sound background information. Do your research and keep notes about what you find and where you find it



In this section you are given guidelines on what information you might need **and** where you can find it.

AREA of Investigation	WHAT you might need to know	WHERE you can find the information
<b>FURTHER STUDY</b>	Full time/ Part time Interview / Information sessions Portfolio Application Procedures Enrolment Procedures Pre Requisites Costs / Fees	<a href="http://www.tafensw.edu.au">www.tafensw.edu.au</a> Ph: 131601 Ask for an appointment with a TAFE careers counsellor
<b>TAFE</b>	HSC / TAFE Credit Transfer TAFE / Uni credit transfer Teaching Structures Traineeships / Apprenticeships Student Facilities Careers – employment assistance	<a href="http://www.myskills.gov.au">www.myskills.gov.au</a> – Australian training directory  <b>Paying for your course</b> <a href="https://smartandskilled.nsw.gov.au/">https://smartandskilled.nsw.gov.au/</a> <a href="http://www.studyassist.gov.au">www.studyassist.gov.au</a>  TAFE open day TBA  <b>Careers EXPOs</b> 2 <sup>nd</sup> and 3 <sup>rd</sup> June at Moore Park <a href="http://www.hscandcareers.com.au">www.hscandcareers.com.au</a>  30 <sup>th</sup> June and 1 <sup>st</sup> July at Olympic Park <a href="http://www.westernsydneycareerexpo.com.au">www.westernsydneycareerexpo.com.au</a>

<b>AREA</b> of Investigation	<b>WHAT</b> you might need to know	<b>WHERE</b> you can find the information
<p style="text-align: center;"><b>EMPLOYMENT</b></p> <p style="text-align: center;">and</p> <p style="text-align: center;"><b>OCCUPATIONAL</b></p> <p style="text-align: center;"><b>INFORMATION</b></p>	<p>Everything you need to know about getting a job; building a career; working</p> <p>Job descriptions plus contacts</p> <p>Qualifications, training providers</p> <p>Labour market information</p> <p>Awards, working conditions</p> <p>Rights and responsibilities</p> <p>Finding vacancies</p> <p>Volunteering</p> <p>Start your own business</p>	<p><a href="http://www.jobjumpstart.employment.gov.au">www.jobjumpstart.employment.gov.au</a></p> <p><a href="http://www.goodcareersguide.com.au">www.goodcareersguide.com.au</a></p> <p><a href="http://www.myfuture.edu.au">www.myfuture.edu.au</a></p> <p><a href="http://www.skillsroad.com.au">www.skillsroad.com.au</a> videos, quiz, events, jobs board</p> <p><a href="http://www.joboutlook.gov.au">www.joboutlook.gov.au</a> Job prospects</p> <p><a href="http://www.fairwork.gov.au">www.fairwork.gov.au</a></p> <p><a href="http://www.jobactive.gov.au">www.jobactive.gov.au</a></p> <p><a href="http://www.au.jora.com">www.au.jora.com</a></p> <p><a href="http://www.seek.com.au">www.seek.com.au</a></p> <p><a href="http://www.careerone.com.au">www.careerone.com.au</a></p> <p><a href="http://www.mycareer.com.au">www.mycareer.com.au</a></p> <p><a href="http://www.au.indeed.com">www.au.indeed.com</a></p> <p><a href="http://www.volunteering.com.au">www.volunteering.com.au</a></p> <p><a href="http://www.jobactive.gov.au/SelfStart">www.jobactive.gov.au/SelfStart</a> starting your own business</p>
<p style="text-align: center;"><b>GOVERNMENT</b></p> <p style="text-align: center;"><b>SERVICES</b></p>	<p>Location &amp; contact info</p> <p>Allowances, eligibility</p> <p>Disability support</p>	<p><a href="http://www.humanservices.gov.au">www.humanservices.gov.au</a></p> <p><a href="http://www.jobaccess.gov.au">www.jobaccess.gov.au</a> - disability employment</p>

<b>AREA</b> <b>of Investigation</b>	<b>WHAT</b> <b>you might need to know</b>	<b>WHERE</b> <b>you can find the information</b>
<p style="text-align: center;"><b>COMBINED EMPLOYMENT &amp; STUDY</b></p> <p style="text-align: center;"><b>APPRENTICESHIPS TRAINEESHIPS CADETSHIPS</b></p>	<p>Finding an employer</p> <p>Structure</p> <p>Pattern of Work / Study</p> <p>Employer requirements</p> <p>Hours of work</p> <p>Pay rates &amp; conditions</p> <p>Find a course</p> <p>Pre-apprenticeship courses</p> <p>Training Agreement</p> <p>Practice aptitude quizzes</p> <p>Group Training Organisation</p>	<p><a href="http://www.australianapprenticeships.gov.au">www.australianapprenticeships.gov.au</a> – apprenticeship centres help you and the employer set up the apprenticeship or traineeship. Ph: 13 38 73</p> <p><a href="http://www.aapathways.com.au">www.aapathways.com.au</a> Australian apprenticeship pathways</p> <p><a href="http://www.myskills.gov.au">www.myskills.gov.au</a> all about skills, VET, search for training courses</p> <p><a href="http://www.skillsroad.com.au">www.skillsroad.com.au</a> videos, quiz, events, jobs board</p> <p><a href="http://www.skillsone.com.au">www.skillsone.com.au</a> – TV hundreds of videos about getting a trade or skill</p> <p><a href="http://www.aatinfo.com.au/quizzes.cfm">www.aatinfo.com.au/quizzes.cfm</a></p> <p><a href="http://www.aigroupapprentices.com.au/build-a-career/">www.aigroupapprentices.com.au/build-a-career/</a></p> <p><a href="http://www.apprenticeshipcareers.com.au/">www.apprenticeshipcareers.com.au/</a></p> <p><a href="http://www.training.nsw.gov.au/gto/contacts.html">www.training.nsw.gov.au/gto/contacts.html</a></p> <p><a href="http://www.gtana.com.au">www.gtana.com.au</a> – group training companies employ apprentices and trainees</p> <p><a href="http://www.tafensw.edu.au/courses/types/apprain">www.tafensw.edu.au/courses/types/apprain</a></p>
<p style="text-align: center;"><b>FURTHER STUDY</b></p> <p style="text-align: center;"><b>PRIVATE PROVIDERS</b></p>	<p>Accreditation</p> <p>Graduate outcomes</p> <p>Application process</p> <p>Costs / scholarships</p> <p>Teaching structure, face to face hours</p> <p>Students facilities</p>	<p><b>Paying for your course</b> <a href="https://smartandskilled.nsw.gov.au/">https://smartandskilled.nsw.gov.au/</a></p> <p>Provider web sites</p> <p><b>Events</b> Provider Open Days. Phone them and ask for a tour.</p>

AREA of Investigation	WHAT you might need to know	WHERE you can find the information
<p style="text-align: center;"><b>FURTHER STUDY</b></p> <p style="text-align: center;"><b>University</b></p>	<p>Which course?</p> <p>Full time / Part time study</p> <p>Pre requisites / assumed knowledge</p> <p>Application &amp; enrolment procedures</p> <p>HECS-HELP student loans</p> <p>Internal transfer, credit transfer, deferment</p> <p>Teaching structures – lectures, tutorials</p> <p>Access &amp; adjustments</p> <ul style="list-style-type: none"> <li>- alternative entry</li> <li>- disability support</li> <li>- scholarships</li> </ul> <p>Student facilities</p> <p>Scholarships, cadetships</p> <p>Graduate destinations for each course at each university</p>	<p>UAC course compass</p> <p>Universities Admission Centre (UAC) manages the application process <a href="http://www.uac.edu.au">www.uac.edu.au</a></p> <p><b>GRC University market</b> Wednesday 19<sup>th</sup> June at 8.30am at school</p> <p><b>University and faculty web sites for future students</b></p> <p><b>University open days</b> on Sat/Sun in August &amp; September</p> <p><b>Compare higher education providers....</b> <a href="http://www.qilt.edu.au">www.qilt.edu.au</a></p> <p><b>Paying for your course</b> <a href="http://www.studyassist.gov.au">www.studyassist.gov.au</a> <a href="http://www.studyoverseas.gov.au">www.studyoverseas.gov.au</a></p> <p>Graduate employment <a href="http://www.graduatecareers.com.au">www.graduatecareers.com.au</a> “Where Grads Go”</p> <p><a href="http://www.joboutlook.gov.au">www.joboutlook.gov.au</a> - Job prospects and labour market info</p> <p><b>Careers EXPOs</b> 2<sup>nd</sup> and 3<sup>rd</sup> June at Moore Park <a href="http://www.hscandcareers.com.au">www.hscandcareers.com.au</a> 30<sup>th</sup> June and 1<sup>st</sup> July at Olympic Park <a href="http://www.westernsydneycareerexpo.com.au">www.westernsydneycareerexpo.com.au</a></p>

## SECTION 4 DECISION & ACTION

Once you make your decisions, it is time to put your plans into action.

Remember your plan must be **REVISABLE**

You still need to keep your options open and to remain flexible.

Have **more than one option**.

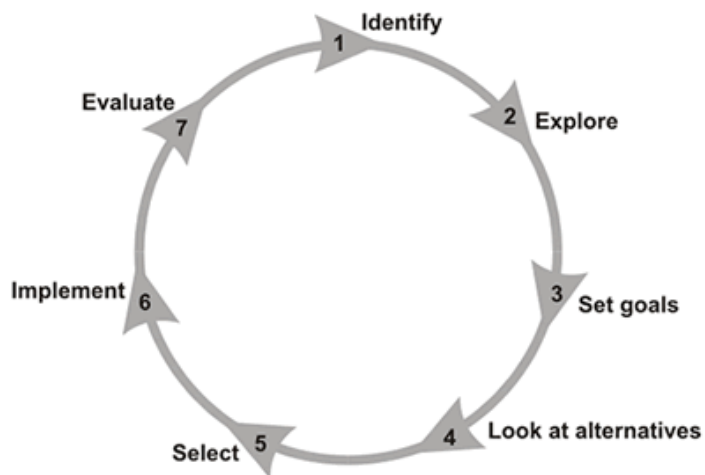
**Page 18 is YOUR TRANSITION PLAN**

Please bring it to your transition planning interview

You will make **many more** careers (and life) decisions throughout your lifetime.

You will follow these steps again and again throughout your career as you make decisions about employment and life matters.

**7 step problem solving model:**



Choose an example of when you have made a decision in the past (eg, planning a holiday, choosing a phone, buying something important)

Discuss with your group / friend how you can relate that decision to the steps/ model above.

# WHAT DO I DO NOW?

## EMPLOYMENT

Attend Apprenticeship & Traineeship Day at GRC Oatley on 11<sup>th</sup> September. Register with Mrs Collins in Careers and attend all the lead up workshops.

Apprenticeship & Traineeship contact list – give Mrs Collins your preferred email address to be sent opportunities that arise in term 4

### JOB SEARCH - Where to look

Finding the job you want requires you to employ as many search methods as possible

Start looking at the job market **well before you finish your course**

**Search** for a job and **gather information** from:

online job search sites (page 18 of MTP)	local newspaper
recruitment agencies	company websites
Group Training organisations	community bulletin boards
personal contacts / network	professional organisations

### APPLYING FOR JOBS - Interpreting Job Advertisements

The advertisement should outline the skills the employer requires for the position, so you can match your skills to those sought. You **must** address these skills in your **resume**. Become familiar with the jargon that is used.

### APPLYING FOR JOBS - resume and cover letter

A resume is a **factual** account of your career covering essential personal details, educational background, work experience, interests and activities. You should include all experiences that are relevant to the position you are applying for. The **cover letter** is an introduction which summarises which job you are applying for and why you are suitable for that position. It tempts the reader to look at your resume.

### APPLYING FOR JOBS - the interview

Be dressed **very neatly** and be **on time**

Take your **portfolio** folder with you, containing reports, certificates, references, etc

**Prepare** for the interview. Do **practice** interviews with family and friends

Research the company. Have some **questions** of your own to ask.



## TAFE

TAFE **enrolment** is **on line**, but you can also enrol at the college. Some courses will have compulsory testing, portfolio, information session.

Attend the **TAFE Open Day** at Ultimo in August

Some TAFE colleges have **information evenings**. This is your chance to talk to the experts who deliver the courses. Take your parent/s

Do sufficient research **before** these events so that you can ask questions to help you to decide.

Each college of TAFE has Careers counsellors. Course and general enquiries phone 131601

You will need a USI number to study at TAFE. Have the number accessible on enrolment.

Scholarships are mainly for students requiring financial support due to disadvantage.

**VET FEE-HELP** is available for students studying Diploma, Advanced Diploma, Degree at TAFE

## PRIVATE COLLEGE

Private colleges usually offer courses in specialised vocational areas but some now offer degrees.

As these courses are very expensive, make sure they are recognised by industry and training bodies. Find out exactly what you are getting. Ask the college for employment data for previous graduates of the course you are considering. VET FEE-HELP may be available.

## UNIVERSITY

You must apply through the **University Admissions Centre** (UAC) on line [www.uac.edu.au](http://www.uac.edu.au)

A PIN will be emailed to you in April. Keep your **UAC PIN** secure. On time applications close at the end of September, but you can continue to **change your preferences**.

Attend **our University market** on **Wednesday 19th June** at **8.30am** in the Monk Theatre

**UAC..... register early**. Don't wait until you have the 5 preferences ready. Add and change along the way. Go to University **open days** on weekends in August and September

Do sufficient research **before** these events so that you can ask questions to help you to decide

## EDUCATIONAL ACCESS SCHEME

Is to compensate for long term **educational disadvantage** (ie more than 6 months).

Documentation must be provided. Discuss your circumstances with our school psychologists or the Careers Advisers. [www.uac.edu.au/undergraduate/eas](http://www.uac.edu.au/undergraduate/eas)

## ALTERNATIVE ENTRY to UNIVERSITY

Some universities offer Diploma and pathways programs (eg WSU College, UOW College) or study a Diploma at TAFE. This will give you time to build your academic skills and be sure about your area of study.

# MY TRANSITION PLAN

What would you like to do in 2020 when you are no longer a school student?

Possible pathways are....

To make my plans work I need to....

This suits me at the moment because....

Other things I would like to do...