



# MY EXIT PLAN

## Year 12 Transition Planning Resource

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



# Introduction

Planning for life after school is often 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 can also be challenging.

People who plan their transitions well, with help where needed, are likely to have a better outcome than those who don't.

There are lots of decisions and preparations that all people have to make when planning for transition.

*My Exit Plan* is a resource that will help you in your preparations.

## How to use this guide

*My Exit Plan* is designed to help make an informed decision about your education and career alternatives at the moment.

It is yours. 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.

When you have a transition planning interview with me at the end of term 2 or 3 you'll be discussing what you've written on page 26

This is your opportunity to:

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

Penny Morrison  
Careers Adviser

# SECTION I

## SELF AWARENESS

This is all about **YOU**

An essential skill in career planning is to be able to state clearly who you are, what you want to do and why, what you can offer an employer.

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

This section is designed to help you discover who you are, and what you have to offer.



# Who am I?

These are the questions a Careers Adviser would ask you to consider. Answer and discuss.

1. **Why** are you doing the **HSC**?

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2. When you **visualise** yourself in 5 years time what are you doing?

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3. Who will **influence** your choices? What **advice** are they giving you now? Do you **agree**?

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4. What do you like to do in your **spare time**?

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5. **What** do you **enjoy** about this/these activities? ( must be more than just "I like them" )

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6. Have you been part of a team or organisation? **Think deeply** about what you've learned from doing this. If you don't know think some more or ask someone to help you.

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7. 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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8. What are you **really good** at?

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9. What do **other people** say you are good at?

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10. I think it would be **fun** to be a \_\_\_\_\_

## School

1. List your HSC subjects:

_____	_____
_____	_____
_____	_____

2. Tick the 2 subjects you enjoy most.

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

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4. Are these the subjects in which you **achieve** your best results? Why / why not?

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5. Which subject do you **enjoy least**? Why?

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

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## TO DO

### ➤ Career Voyage

Complete Career Voyage

It will help you consider the many different aspects of work and to think about the types of occupations you might enjoy. There may be occupations you hadn't even thought of.

Google "*career voyage*"

Click on *web access*

*Create a new client*

**ORG ID: 009703**

### TIPS

- Level of education – chooses carefully as the program will only suggest jobs that require this level of education
- Interest guide – try **not** to use the “don't mind” button
- Job suggestion list – browse all then choose 3 for further research on *myfuture*

### ➤ [www.grcoatleycareers.com](http://www.grcoatleycareers.com)

Post school options....and much more

Links to further study info, smart and skilled

Student secure area – look at the interest test, skills and abilities activities

➤ [www.jobjump.com.au](http://www.jobjump.com.au)

This website is designed for Year 12 students

News, activities to help you decide, videos

➤ [www.myfuture.edu.au](http://www.myfuture.edu.au)

Australian government sponsored web site for all Australians.

It has comprehensive, reliable information on all aspects of Careers. - courses, occupations, scholarships, wages, volunteer opportunities, working overseas, and much more.

There are also videos to watch, quizzes to do.

Go to the bullseye posters that suggest occupations related to your favourite subject.

➤ **Portfolio**

Everyone needs a portfolio, but what is it?

- A life- long tool to help you discover and 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
- An e-portfolio is an electronic archive system

Build on the portfolio you began in middle school.

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
- Personal reflections - personal goals, career voyage results, notes from research or interviews, action plans, journals
- Work-related experiences – resumes, networking info, jobs held, evidence of competencies, attendance records, samples of work, thank you notes, letters from references, computer-related capabilities.

# SECTION 2

## EMPLOYMENT RELATED SKILLS

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 transferable 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.

You can gather examples of when you have **demonstrated** these skills and add these to your portfolio.



# 1. Employability Skills

Research indicates that the most common skills sought by **employers** are:

Key Skills	Basic Definitions – Ability to...
Communication	<b>Convey information</b> in both verbal and written formats as appropriate for the needs of the target audience.
Interpersonal	Develop a rapport with others and form <b>working relationships</b> , listen effectively, manage conflict, understand human motivation, understand and respect cultural difference.
Teamwork	Work in <b>groups</b> towards a combined <b>effort</b> .
Leadership	Influence, supervise, direct and motivate others to <b>achieve</b> a recognised <b>objective</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> one's own work and personal <b>commitments</b> , have clear personal goals and strategies and measure performance in regards to these goals, <b>be pro-active in career planning</b> , time management and setting challenges, seek <b>balance</b> in all life aspects, including health and fitness.
Accuracy	Be <b>precise and correct</b> in approach to tasks, have an eye for detail.
Ability to learn	<b>Acquire additional new knowledge or skills via study, experience, training.</b>

Flexibility	<b>Vary or adjust</b> ones approach or style according to situational demands, welcome and <b>manage change</b> .
Creativity	Originate or imagine <b>new ideas</b> , methods, or products.
Technology and Computers	Work with <b>new technology</b> and demonstrate proficiency with computer programs.

→ **Highlight or circle your top 5 skills**

**The most common personal attributes sought by employers are:**

Personal Attributes	
Loyalty	Sense of humour
Commitment	Commonsense
Honesty/Integrity	Ability to deal with pressure
Enthusiasm	Motivation
Reliability	Adaptability
Personal presentation	Flexibility
Balanced attitude to work/home life	Positive self esteem and confidence

→ **Highlight or circle the top 5 personal attributes that you possess**

**If you have some of these skills and attributes, and you can give examples to support this, then you are more likely to secure the job you want.**

## 2. Don't underestimate the skills you already have.

Tick / highlight the skills you have now.

### Personal qualities/skills

I am always on time  
I can be relied on to do what I have said I will do  
I can plan my work to ensure that I keep to deadlines  
I cope well when something unexpected happens  
I can work well on my own to produce work of a high standard  
I can work well with others (different age groups and from different backgrounds)  
I can motivate/encourage others to do well  
I do not give up when faced with problems  
I am willing to undertake a variety of tasks  
I can evaluate my own work  
I can set myself achievable targets  
I can dress appropriately  
I can respect confidentiality

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### Numerical Skills

I can add, subtract, multiply and divide accurately  
I can calculate percentages  
I can work out and manage a budget eg car, phone, entertainment expenses  
I understand my mobile phone plan  
I can record and understand information using charts, graphs & maps etc.  
I have completed a tax return

### Communication skills

I am confident when speaking to a group  
  
I can pass on accurate messages  
I am able to ask sensible questions  
I can write a business letter  
I can speak another language  
I can write another language  
I can complete a variety of forms correctly  
I can negotiate with others to sort out a problem  
I can sort out and classify information  
I can express my point of view clearly  
I can understand and carry out written and/or spoken instructions accurately  
I am confident using e-mail

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### Practical skills

I can use a keyboard accurately  
I can use a calculator accurately  
I can create an original design  
I can research information from a variety of sources  
I can make something that I have designed  
I can cook a meal  
I can repair items eg my bike, car, clothing  
I can entertain children and keep them safe  
I can understand and apply basic first aid  
I can use a spread sheet / database  
I can follow work safety rules  
I can use and maintain equipment and have respect for property generally  
I remember to bring appropriate equipment for the task

3. Complete the “Summary Section” of your Employment Related Skills Logbook using all the information compiled about yourself so far.

*Access the logbook online at [www.schooltowork.com.au](http://www.schooltowork.com.au)*

*How to use your logbook.*

- STEP 1. Go to Classroom section  
STEP 2. Read page headed “Employment Related Skills in the classroom for Preliminary and HSC Courses”  
STEP 3. See your teachers about the employment related skills you are learning in each of your subjects  
STEP 4. Start collecting evidence of these skills. Store in your Log book  
STEP 5. Go to School and Community Section  
STEP 6. Discuss with your Mentor how to use this section.  
STEP 7. Start collecting evidence of these skills.  
STEP 8. Go to Workplace Learning Section.  
STEP 9. Discuss with your mentor how to use this section.  
STEP 10. Start collecting evidence.

4. How do I develop the skills and attributes that employers value?

- A skill is usually developed **over time** through **training** or **experience**.
- A skill can be used to do work in many jobs or it can be used in learning.
- 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.

## 5. Prepare your resume

- 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**.
  - You don't need to have had paid employment to have a resume. You can **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
  - **Check spelling and grammar**
  - Have an up to date master resume saved and backed up, then tailor it to suit particular employers and positions
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- Recommended reading: "Getting a Brilliant Job. The Student's Guide" By Jim Bright. Multiple copies are available in the Library
  - "myfuture" has hints for producing a resume in the "Get a Job" section
  - <http://www.grcoatleycareers.com/> has a template for resume, cover letter
  - Visit [www.jobguide.education.gov.au](http://www.jobguide.education.gov.au) for an online resume builder
  - use your School to Work Planning Log Book online.

**Show your resume to your mentor**

**Compare with your group and share ideas**

Sample: **basic** 1 page resume

**NAME:** A. N. Other

**ADDRESS:** 85 Forest Road  
Greenville NSW 2222

**PHONE:** (02) 9570 5757

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**CAREER OBJECTIVE** I am currently completing Year 12 and wish to obtain part-time employment in the building industry

**EDUCATION**

2008 -2013 Yeltao High School  
HSC Subjects: VET Construction  
English  
Mathematics  
PDHPE  
Business Studies  
TVET Computer Aided Design

**WORK EXPERIENCE**

June 2008 O'Malleys Building Supplies, Sportsville  
Work placement assisting carpenter'

March 2009 Bricks and More, North Sportsville  
Work placement assisting brick layer

**OTHER ACTIVITIES**

2007 – present Sportsville Youth  
Group Leader: organising under 18 discos, including furniture and equipment

**SKILLS SUMMARY**

- Carpentry and bricklaying skills
- Drafting designs using a computer and on paper
- Using hand tools to make and assemble furniture and small items
- Safe handling of tools and equipment
- Computer literate – MS Word, Excel, Outlook

**ACHIEVEMENTS**

Awarded Prefecture for school participation  
Year 10 "Highly Commended" award for constructing a nest of tables for the Sportsville Show

**REFEREES**

Susan North  
Manager Sportsville Youth  
Ph: 0401 040 040

John South  
Owner O'Malleys Building Supplies  
Ph: 0410 101 101

# 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

2015 Higher School Certificate  
Somewhere High School  
Subjects studied: Animal Studies TVET, English, Environmental Science, Mathematics,  
VET Retail (school-based trainee)

## Skills, experiences 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.

### *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.

### *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.

## 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

## INFORMATION

Wise decisions are based on  
sound background information.

**Do your research.**

In this section you are given guidelines on what  
information you should have and where you can get this  
information according to your individual needs,  
expectations and dreams.

**You decide!**





AREA of Investigation	WHAT you might need to know about	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>Full time / Part time study</p> <p>Australian Tertiary Admission Rank (ATAR)</p> <p>Pre Requisites / Assumed Knowledge</p> <p>Application Procedures</p> <p>Enrolment Procedures</p> <p>Higher Education Contribution Scheme (HECS)</p> <p>Costs / Finance</p> <p>Internal Transfer</p> <p>Credit Transfer</p> <p>Teaching Structures</p> <p>Cadetships</p> <p>Graduate destinations</p> <p>Special Access - alternative entry - disadvantage - scholarships</p> <p>Student Facilities</p> <p>Deferment Policies and Procedures</p> <p>Career Pathways</p>	<p>Universities Admission Centre (UAC) <a href="http://www.uac.edu.au">www.uac.edu.au</a></p> <p><b>GRC University market</b> on 29th July at school</p> <p><b>Uni open days</b> in August, September</p> <p>Paying for your course, govt assistance, FAQs <a href="http://www.studyassist.gov.au">www.studyassist.gov.au</a></p> <p>Graduate employment <a href="http://www.graduatecareers.com.au">www.graduatecareers.com.au</a> “Where Grads Go”</p> <p>Job prospects and labour market info <a href="http://www.myfuture.edu.au">www.myfuture.edu.au</a> <a href="http://www.graduateopportunities.com">www.graduateopportunities.com</a></p> <p>Careers EXPOs 30<sup>th</sup> and 31<sup>st</sup> May at Moore Park <a href="http://www.hscandcareers.com.au">www.hscandcareers.com.au</a></p> <p>20<sup>th</sup> and 21<sup>st</sup> June at Olympic Park <a href="http://www.westernsydneycareerexpo.com.au">www.westernsydneycareerexpo.com.au</a></p>

AREA of Investigation	WHAT you need to know about	WHERE you can find the information
<p style="text-align: center;"><b>FURTHER STUDY</b></p> <p style="text-align: center;"><b>TAFE</b></p>	<p>Full time/ Part time Interview / Information sessions Portfolio Application Procedures Enrolment Procedures Pre Requisites Costs / Finance HSC / TAFE Credit Transfer TAFE / Uni credit transfer Teaching Structures Traineeships / Apprenticeships Student Facilities Career Pathways</p>	<p><a href="http://www.tafensw.edu.au">www.tafensw.edu.au</a></p> <p>Sydney Institute <a href="http://www.sydneytafe.edu.au">www.sydneytafe.edu.au</a></p> <p>Paying for your course <a href="https://smartandskilled.nsw.gov.au/">https://smartandskilled.nsw.gov.au/</a></p> <p><a href="http://www.studyassist.gov.au">www.studyassist.gov.au</a></p> <p><a href="http://www.youth.gov.au">www.youth.gov.au</a></p> <p><b>Events:</b></p> <p>Careers EXPOs 30<sup>th</sup> and 31<sup>st</sup> May at Moore Park <a href="http://www.hscandcareers.com.au">www.hscandcareers.com.au</a></p> <p>20<sup>th</sup> and 21<sup>st</sup> June at Olympic Park <a href="http://www.westernsydneycareerexpo.com.au">www.westernsydneycareerexpo.com.au</a></p> <p>TAFE College Information Evenings in September</p>
<p style="text-align: center;"><b>FURTHER STUDY</b></p> <p style="text-align: center;"><b>PRIVATE PROVIDERS</b></p>	<p>Accreditation Application Costs / Scholarships Teaching structure, face to face hours Students Facilities Career Pathways</p>	<p>Australian Council for Private Education and Training <a href="http://www.acpet.edu.au">www.acpet.edu.au</a></p> <p>Accreditation of training <a href="http://www.vetab.nsw.gov.au">www.vetab.nsw.gov.au</a> <a href="http://www.jobjump.com.au">www.jobjump.com.au</a></p> <p><b>Events</b> Provider Open Days. Phone them and ask for a tour.</p>

AREA of Investigation	WHAT you need to know about	WHERE you can find the information
<p style="text-align: center;">EMPLOYMENT  and  Occupational  Information</p>	<p>Job title and description  Qualifications, training  Labour market information  Awards and conditions  Related jobs  Contact details for further information  Rights and responsibilities  Working conditions &amp; awards</p> <p>Finding vacancies</p> <p>Volunteering</p>	<p><a href="http://www.myskills.gov.au">www.myskills.gov.au</a>  <a href="http://www.fairwork.gov.au">www.fairwork.gov.au</a>  <a href="http://education.gov.au/job-guide">http://education.gov.au/job-guide</a>  <a href="http://www.joboutlook.gov.au">www.joboutlook.gov.au</a>  <a href="http://www.youth.gov.au">www.youth.gov.au</a>  <a href="http://www.myfuture.edu.au">www.myfuture.edu.au</a> - links to all of the above</p> <p><a href="http://www.jobsearch.gov.au">www.jobsearch.gov.au</a>  <a href="http://www.seek.com.au">www.seek.com.au</a>  <a href="http://www.careerone.com.au">www.careerone.com.au</a>  <a href="http://www.mycareer.com.au">www.mycareer.com.au</a>  <a href="http://www.jobs.nsw.gov.au">www.jobs.nsw.gov.au</a>  <a href="http://www.volunteering.com.au">www.volunteering.com.au</a></p>

<b>AREA</b> <b>of Investigation</b>	<b>WHAT</b> <b>you need to know about</b>	<b>WHERE</b> <b>you can find the information</b>
<p>COMBINED EMPLOYMENT &amp; STUDY</p> <p>APPRENTICESHIPS TRAINEESHIPS CADETSHIPS</p>	<p>Application dates</p> <p>Structure</p> <p>Pattern of Work / Study</p> <p>Employer requirements and expectations</p> <p>Pay rates &amp; conditions</p> <p>Industries</p> <p>Training Agreement</p> <p>Group Training Organisations</p> <p>Practice aptitude quizzes</p>	<p><a href="http://www.australianapprenticeships.gov.au">www.australianapprenticeships.gov.au</a></p> <p><a href="http://www.myskills.gov.au">www.myskills.gov.au</a></p> <p><a href="http://www.skillsone.com.au">www.skillsone.com.au</a></p> <p><a href="https://www.tafensw.edu.au/courses/types/apprtrain.htm">https://www.tafensw.edu.au/courses/types/apprtrain.htm</a></p> <p><a href="http://www.fairwork.gov.au">www.fairwork.gov.au</a></p> <p><a href="http://www.training.nsw.gov.au/businesses/gto/contacts.html">http://www.training.nsw.gov.au/businesses/gto/contacts.html</a></p> <p><a href="http://www.gtana.com.au/">http://www.gtana.com.au/</a></p> <p><a href="http://www.aatinfo.com.au/quizzes.cfm">www.aatinfo.com.au/quizzes.cfm</a></p>
<p>JOB NETWORK CENTRELINK</p>	<p>Location &amp; contact info</p> <p>Allowances</p> <p>Services</p> <p>Eligibility</p> <p>Disability support</p>	<p><a href="http://www.centrelink.gov.au">www.centrelink.gov.au</a></p> <p><a href="http://www.youth.gov.au">www.youth.gov.au</a></p> <p><a href="http://www.jobable.gov.au">www.jobable.gov.au</a></p>
<p>OTHER OPTIONS</p>	<p>Study overseas</p> <p>Travel – gap year</p> <p>Volunteer work</p> <p>Defence Force</p> <p>Start your own business</p>	

# SECTION 4

## MAKING & IMPLEMENTING DECISIONS

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 pathway.

Page 26 is **YOUR EXIT PLAN**

**Bring it** with you to your transition **planning interview** with the college careers advisers

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

The more decision making you do, the better you become at it.

You will follow these steps again and again throughout you career

Step One: Identify the decision to be made

Step Two: Know yourself (Self-Assessment)

Step Three: Begin identifying options (Career Exploration)

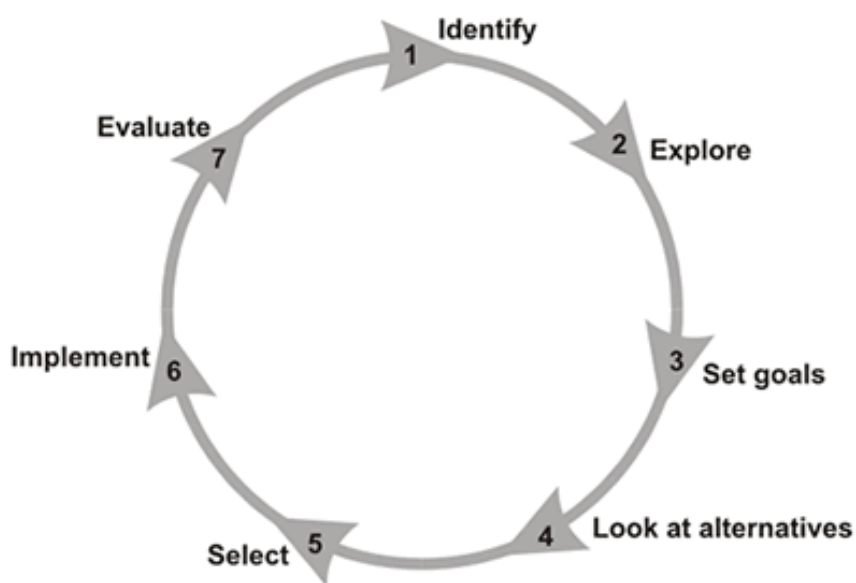
Step Four: Gather information

Step Five: Evaluate options that will solve the problem

Step Six: Select one of the options

Step Seven: Design a course of action to implement the decision

Or this 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 / friends / family how you relate that decision to the steps/ model above.**

## **JOB SEARCH - Where to look**

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

There are many avenues available through which to look for employment.

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

**Which of the following strategies would you use to search for a job and to gather more detailed information. Discuss with your group.**

- |   |   |
|---|---|
| <input type="checkbox"/> internet job sites                                 | <input type="checkbox"/> newspapers                 |
| <input type="checkbox"/> networking   | <input type="checkbox"/> professional organisations |
| <input type="checkbox"/> personal contacts                                  | <input type="checkbox"/> company websites           |
| <input type="checkbox"/> Centrelink / Job Network /<br>Recruitment Agencies | <input type="checkbox"/> community bulletin boards  |

## **APPLYING FOR JOBS - Interpreting Job Advertisements**

An important skill to have is to be able to **interpret** advertised jobs.

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**.

Get used to the jargon that is used.

## **APPLYING FOR JOBS - resume and cover letter**

A resume is a **factual** account of your life 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.

## **THREE basic rules**

1. it's got to look good. Decent quality paper, a nice typeface, attractive layout and  
NO SPELLING MISTAKES
2. allocate space in accordance with the **importance** and **relevance** of the information
3. it must always be sent with a covering letter.

## **APPLYING FOR JOBS - the interview**

Your performance in the written job application hopefully gets you an interview.

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

Have original documents to show, and copies to give as required.

**Prepare** for the interview:

Do **practice** interviews with family and friends.

Research the company.

Have some **questions** of your own to ask.

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

It's how you promote yourself at the interview that gets you the job.

## **TAFE APPLICATION**

TAFE application and enrolment is **on line**

Some courses will have compulsory testing, portfolio, information session/

Make sure you attend the **TAFE** Careers seminar at school.

Each TAFE college has **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.

Download **course information** details from [www.sydneytafe.edu.au](http://www.sydneytafe.edu.au)

## **UNIVERSITY APPLICATION**

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

Keep your **UAC PIN** secure.

You receive your own copy of the UAC Guide at our uni morning at the beginning of term 3.

Applications generally close at the end of September, but you can change your preferences until early January.

**Register early**. Don't wait until you have the 9 preferences ready.

Add and change along the way.

Go to **open days** on weekends in August and September.

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



## **ACCESS PROGRAMS**

Students who prove that they have suffered long term **educational disadvantage** (ie more than 12 months ongoing) may be eligible for bonus points to help gain entry to university. Documentation must be provided to support your application for special consideration. The school writes a supporting statement so tell someone about your circumstances.

[www.uac.edu.au/undergraduate/eas](http://www.uac.edu.au/undergraduate/eas)

## **PRIVATE PROVIDERS**

University and TAFE are not the only options for further education after school.

Check out what private colleges have to offer. They usually offer courses in specialised vocational areas but some provide you with a pathway to university.

As these courses are very expensive, make sure they are recognised by industry and training bodies.

Find out what you get for your money.

## **FINANCING YOUR FUTURE**

Studying is an expensive business as is supporting yourself while you gain further education and/or training. You will need to consider the cost of tuition, transport, textbooks/equipment, union and/or administration fees, living expenses. Financing methods include HECS-HELP, VET FEE-HELP, equity scholarships, scholarships, Youth Allowance, Abstudy.

Most university scholarship applications are due at the end of September

# MY CAREER MY EXIT PLAN

**My post school plans are....**

**My pathways are....**

**To make my plan work I need to....**

**I know my plan or direction is realistic / suits me because....**

**Other things I would like to do...**

# CONTENTS

<b>Section 1</b>	<b>SELF AWARENESS</b>	<b>Page 3</b>
<b>Section 2</b>	<b>EMPLOYMENT RELATED SKILLS</b>	<b>Page 8</b>
<b>Section 3</b>	<b>INFORMATION</b>	<b>Page 16</b>
<b>Section 4</b>	<b>MAKING &amp; IMPLEMENTING DECISIONS</b>	<b>Page 21</b>

