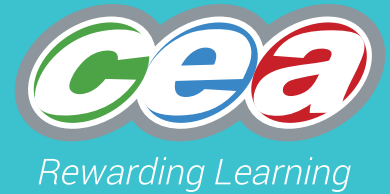


GCSE



CCEA GCSE TEACHER/STUDENT
GUIDANCE

Learning for Life and Work

Unit 3: Career Planning



For first teaching from September 2017

Career Planning



Name	
Class	
Teacher	

Career Planning

Career Planning is a lifelong process. Most people will train for a career in which they will stay in for their working life. However, jobs change and people need to retrain due to new technologies, processes and globalisation.

When you begin to decide what career path you would like to take, you need to review and evaluate your learning, progress and achievements.

Where am I now?

Complete the mind map below to show the following areas:

My Learning (*I.e. the subjects that you are studying / have studied – qualifications?*)

My Progress (*I.e. How are you progressing? Are there subjects in which you excel?*)

My Achievements (*I.e. What have you achieved? Have you won any awards or are you involved in activities outside of school?*)



Career Options



List 3 career options that you would consider:



1. _____



2. _____



3. _____

Why have you chosen the career options above?



1. _____



2. _____



3. _____

Reviewing and Evaluating

Using the mind map that you completed on page 2 review and evaluate your learning, progress and achievements towards achieving your 3 potential careers.

Career Option 1	
------------------------	--

<i>Area</i>	Review – <i>What can I say about this? What have I learnt, how have I progressed and what have I achieved?</i>	Evaluate – <i>What were the advantages / disadvantages? How useful is this going to be towards my chosen career?</i>
My Learning		
My Progress		
My Achievements		

What are the benefits of this career? _____

What are the challenges of this career? _____

Career Option 2	
------------------------	--

<i>Area</i>	Review – <i>What can I say about this? What have I learnt, how have I progressed and what have I achieved?</i>	Evaluate – <i>What were the advantages / disadvantages? How useful is this going to be towards my chosen career?</i>
My Learning		
My Progress		
My Achievements		

What are the benefits of this career? _____

What are the challenges of this career? _____

Career Option 3	
------------------------	--

<i>Area</i>	Review – <i>What can I say about this? What have I learnt, how have I progressed and what have I achieved?</i>	Evaluate – <i>What were the advantages / disadvantages? How useful is this going to be towards my chosen career?</i>
My Learning		
My Progress		
My Achievements		

What are the benefits of this career? _____

What are the challenges of this career? _____



Skills, Qualities and Attitudes



Each job requires you to have certain skills, qualities and attitudes. Using your 3 potential career paths, complete the table below.

Career Option	Skills	Qualities	Attitudes
Career Option 1:			
Career Option 2:			
Career Option 3:			

Goal Setting



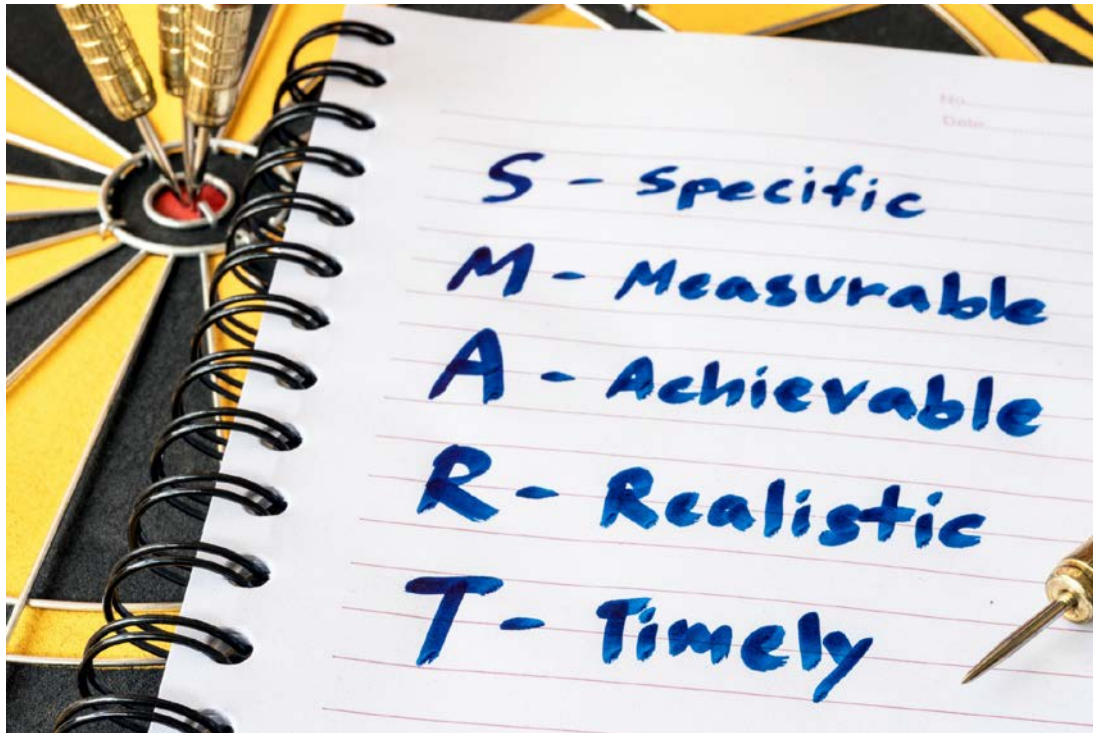
A **GOAL** is a long term ambition. A **TARGET** is an attainable step or aim that enables you to reach your goal.

What is your career goal?

Why?

Target Setting

Now that you have chosen your career **goal**, you need to think of the **targets** that will help you achieve it. A helpful way of setting targets is to use the SMART target concept:



Write down a list of 5 SMART targets that will help you achieve your career goal. Once you have decided on your 5 targets, write down the action that you need to take in order to meet them.

	Target	Action Needed
1.		
2.		
3.		
4.		
5.		

Are there any other actions or things that you need to consider to enable you to achieve your career goal?

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question above.

Developing Decision Making Strategies



What are the external influences on a young person's attitude to education, training and employment?

a) _____

b) _____

c) _____

d) _____

e) _____

f) _____

g) _____

h) _____

i) _____

What is the impact on a young person of these influences?

Finding Career Information



Where can you find out information on selected career paths?

<https://www.nidirect.gov.uk/campaigns/careers>
<https://nationalcareersservice.direct.gov.uk/>

Why is it important for you to make informed career decisions?