



INDIVIDUAL
PATHWAY PLANNING

Year 12

➡ **Pathway planning** enables you to explore, identify and evaluate the learning and work pathways available, to recognise opportunities, make connections and prepare for transitions.



Individual pathway planning provides the opportunity for you to prepare to take on the opportunities available in a rapidly changing world of work and for transitional pathways you will need to navigate.

Profile

MY NAME

DATE

SCHOOL

THE FUTURE OF WORK¹

AUTOMATION

Ever-smarter machines performing ever-more-human tasks

GLOBALISATION

Our workforce goes global and the global workforce comes to us

COLLABORATION

Many jobs, with many employers, often at the same time

These three economic drivers will change the way we work and the work that we do in the next 15 years.

You will need to build a set of skills that help you seek and gain employment across a range of jobs.

These enterprise skills will transfer across many jobs and are vital to your career development.

Challenges and change will provide opportunities to learn new skills along the way. Pay attention to each step and be prepared for new possibilities and new destinations.

Give yourself a definition of success

¹ <http://www.fya.org.au/2015/08/23/media-release-young-people-hardest-hit-by-new-work-order/>

PERSONAL AUDIT

Knowing your capabilities, strengths, interests and values will help you decide what types of work will offer you challenge and meaning.

PERSONAL ACHIEVEMENTS

Identify three achievements that you are most proud of.
What do these achievements say about you?

1	2	3

Summarise your skills, attributes and values as a result of these achievements.

INTERESTS

Describe any special interests you have and the types of skills that you have developed in these areas.

1	2	3

Summarise how these interests and skills have helped shape what you understand about yourself.

WORK HISTORY

List the work experiences that you have had and consider how these have helped to develop your skills.

Work context	Type of work	Key responsibilities	Skills/capabilities developed

Describe your work history using your key responsibilities and skills developed during this time.

CAPABILITIES THAT MAKE YOU ENTERPRISING

Access the Foundation for Young Australians site and consider how you are developing these ENTERPRISE skills and capabilities.

Here are the skills you'll need to get a job_

<https://www.fya.org.au/2015/10/12/heres-what-skills-youll-need-to-get-a-job/>

You are transitioning at a time when alternative work arrangements such as self-employment, temporary, contract work and agency work are increasing.

Enterprise skills are critical for work in this environment.

1 Tick the skills/capabilities that you think you have.

2 Underline the skills/capabilities that you feel you need to develop further.

☐ career management

☐ intercultural understanding

☐ critical thinking

☐ collaboration

☐ adaptability

☐ leadership

☐ entrepreneurialism

☐ communication

☐ enthusiasm for ongoing learning

☐ capacity to seize opportunities

☐ innovation

☐ curiosity

PERSONAL BRAND

(Consider what you have done including your top three achievements, what these achievements say about your abilities, values and passions, and what your aspirations are for the next 3–5 years.)



CREATING A SHORT LIST FOR POST-SCHOOL EDUCATION AND TRAINING

Comparing universities and training options will help you make informed decisions about your post-school pathway.

Make a shortlist of options that you are considering as a post-school pathway. The links provided will support this activity.

University Study areas: Choosing a university or higher education institution

<http://www.qilt.edu.au>

Agriculture, Environment & Related Studies	Architecture & Building	Creative Arts	Education
Engineering & Related Technologies	Health	Information Technology	Management & Commerce
Natural & Physical Sciences	Society & Culture	Tourism, Hospitality & Personal services	

Training Industries: myskills²

<http://www.myskills.gov.au>

Agriculture	Arts and Culture	Education & Training	Design
Engineering	Business	Health and Safety	Tourism, Hospitality & Personal Services
Information Technology	Environment	Government	Transport
Sport and Recreation	Food & Services	Technology	Utilities



MY SHORTLIST

1

2

3

1

Course or career

Course or career	
University/ Training	
Institution	
Entry requirements	
My 'go to' people	
Helpful websites	
Dates I need to know	
Scholarships	

Education and training pathways move from Level one³ (Certificate 1) through to Level 10 (Doctoral). The levels are an indication of the complexity, depth and autonomy required to meet the requirements of each level.

There are a number of pathway options available to students undertaking a qualification.

Choose one of the careers from your shortlist and design two alternate pathways that will take you to a Bachelor Degree in that career.

2 Course or career

Course or career	
University/ Training	
Institution	
Entry requirements	
My 'go to' people	
Helpful websites	
Dates I need to know	
Scholarships	

Pathway option

1




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Pathway option

2

	>		>		>	
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Success is what happens when ...

What's in my portfolio? 	Yes 	If you need it, identify what needs to be done to get it 
Up-to-date resume		
Sample cover letter		
Details of two referees		
Examples of my best work samples - media, photographs		
School reports		
Certificates and awards		
Nationally recognised qualification/Statement of Results		
WorkSafe SmartMove certificates		
Workplace learning supervisor's report		
Workplace learning logbook and skills journal		
Employer reference letter		
Personal reference letter		
Formal training -White Card -First Aid Certificate		
Tax File Number		
Unique student identifier ⁴		
Pathway research		
Volunteering- evidence		

⁴ USI- VET students will need to apply for this 10 digit number prior to any future training.

WHAT ELSE DO YOU NEED TO CONSIDER IN YOUR PREPARATIONS?

Have you considered that you may not get your first preference for further study or training?

What type of card (debit/ credit/other) you should get?

Let people know you are looking for employment and be ready for opportunities

Are you considering taking time out or a GAP year - if so

- how will you support yourself?
- have you considered looking for work experience to develop your skills set?

Have you considered that you may not find employment immediately?

Have you spoken with your employer if your availability for work hours has changed?

Do you have an ABN for any self-employment opportunities?

How do you plan to maintain your connection with others while you are seeking work?

- sport
- volunteering
- work-experience

QUICK LINKS

Tertiary Institutions Service Centre	https://www.tisc.edu.au/static/home.tisc
myfuture	http://myfuture.edu.au/
Job Outlook	http://joboutlook.gov.au/
STEM Career Resources	http://www.queenslandstem.edu.au/
Australian Apprenticeships	http://www.australianapprenticeships.gov.au/
Australian Apprenticeships Pathways	http://www.aapathways.com.au/Home
Study Assist	http://studyassist.gov.au/

PREPARING FOR TRANSITION



An action plan describes how you will use strategies to meet your objective. It is important to remember that an action plan is always a 'work in progress'. Keep your plan visible and review it regularly in light of your changing needs, new opportunities and chance happenings. Use an item from your post-school planning and develop an Action plan

Plan

Date:

Objective
Where to from here?

Why is this important
to you now?

What do you know
about yourself that
will affect this
plan? Consider some
challenges.

What other barriers
may stop you from
working your plan?

What do you know
about yourself that
will affect this
plan? Consider your
strengths and skills.

Who could support
you? Why would you
choose this person?

Who else could
support you? Why
would you choose this
person?

What resources do
you need to action
your plan?

Are there any
additional networks
or community
resources that could
help you?

What steps will you take?

1	
2	
3	
4	
5	
6	

How will you identify your success?

Detail any modifications to your plan

Review your Plan

What happened - were you successful? Did you meet your objective?

Review your Plan

What happened - were you successful? Did you meet your objective?



Development of this Individual Pathway Planning resource has been guided and informed by the:

Australian Blueprint for Career Development, Commonwealth of Australia, 2010

Western Australian Guidelines for Career Development and Transitions, Commonwealth of Australia, 2012

* FYA (Foundation for Young Australians) (2015) The New Work Order: ensuring young Australians have skills and experience for the jobs of the future not the past. Foundation for Young Australians: Melbourne.

All location photography used in this booklet was shot in Perth and Fremantle, Western Australia.