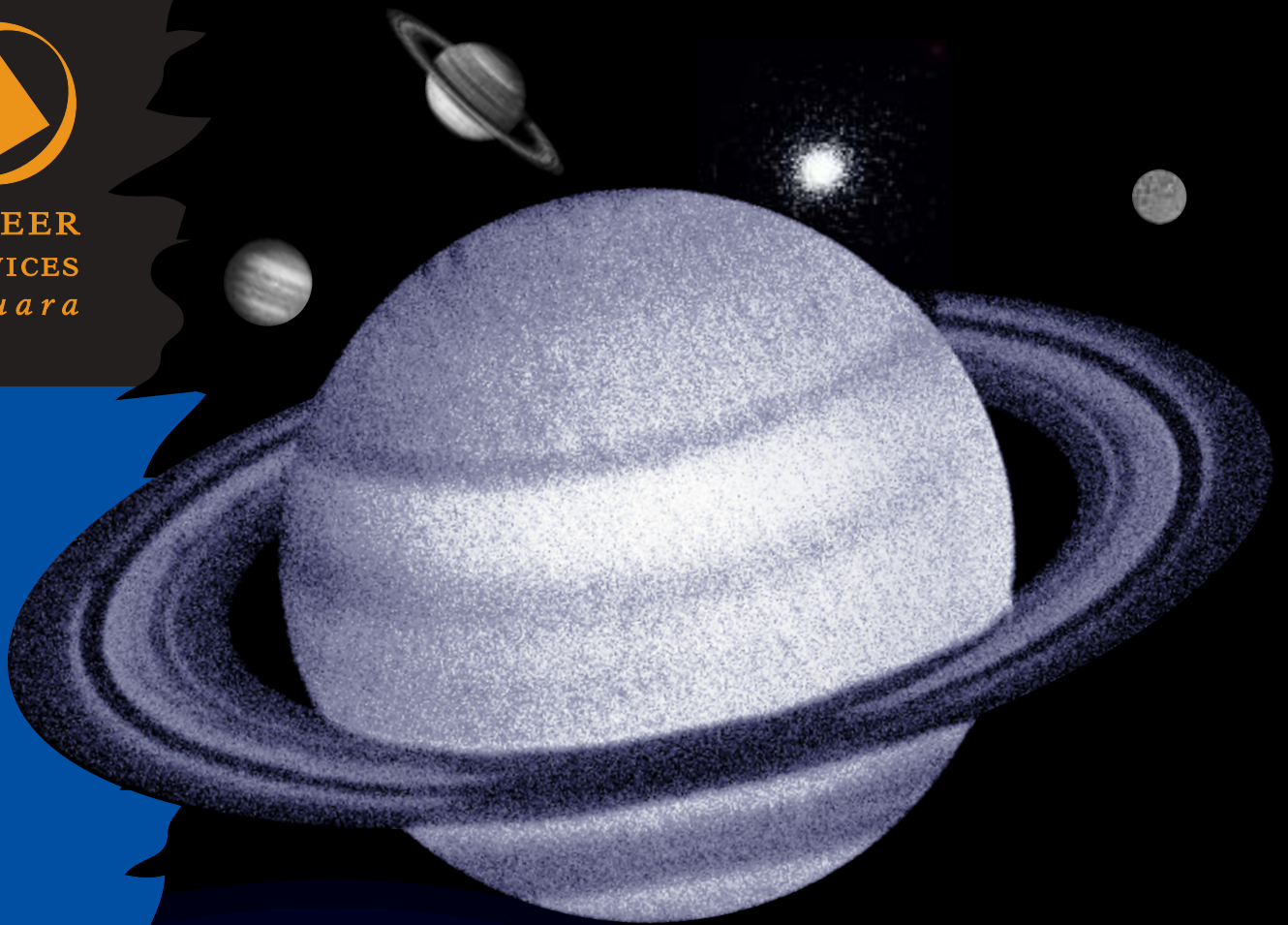




CAREER
SERVICES
rapuara



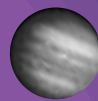
career

Planit

secondary

year

9-11



Career Planit Workbook (secondary) is the second in a series of career planning workbooks developed by Career Services.

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Passenger Profile

Career planning

for: _____

Rapua te ara tika mou ake

Seek the path that is right for you

Career **Planit** Workbooks are designed to help New Zealand students take the first giant step in planning a career.

Career planning is a lifelong process - every time you move from study to employment or change employment direction, you should refer to your map, your career plan.

Career Services' consultants can help you to plot your course - see page 24.

career **Planet**

Destination: Life

Welcome to Career **Planet**.
This is your survival manual for
Planet LIFE.

You are about to begin a voyage of discovery to find out about:

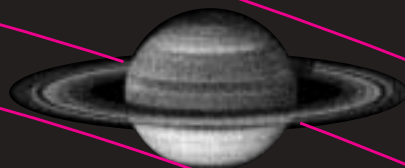
influences



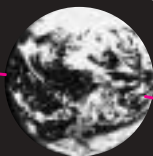
jobs

skills

training



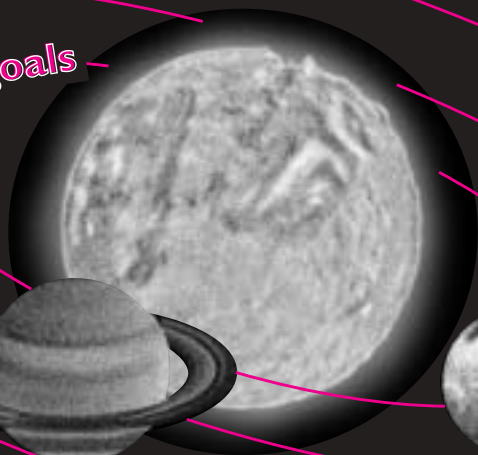
plans



choices

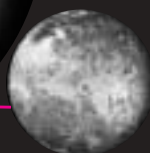
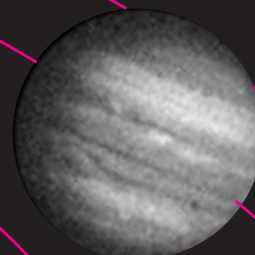
decisions

goals



dollars

fun





Where on Earth are You?

Fill in the statements that reflect where you are now.

I'm concerned about

This year I'm taking
these options

I want to train in

but don't know if I
can afford it

I thought
I'd like to be a

but I don't know what the entry
requirements are

I've got some ideas about

but I'm having trouble
deciding

Help!
I don't know what I
want to do when I leave school

Yes/No
(delete one)

There are so many
options to choose from

Yes/No
(delete one)

My parents want me to

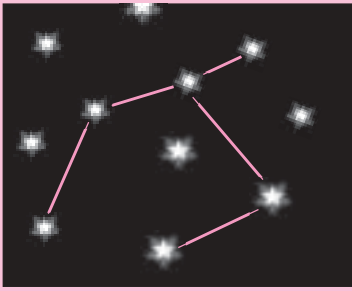


*E mua ata haere, e muri whati
whatu waewae*

*Those who begin a journey early go safely, those
who make a late start are liable to break their
limbs trying to catch up*



Charting Your Journey



Personal Constellation

Personal qualities are characteristics you have that are special to you. Below are some personal qualities people may have:

honest

trusting

energetic

courageous

alert

generous

confident

interesting

polite

thorough

considerate

observant

frank

gentle

lively

loyal

efficient

sincere

warm

reliable

positive

co-operative

creative

enthusiastic

organised

punctual

innovative

understanding

responsible

determined

ambitious

practical

calm

adaptable

flexible

down-to-earth

orderly

sociable

reasonable

independent

tolerant

resourceful

friendly

sensitive

patient

hardworking

caring

happy

responsible

outgoing

Create your own personal constellation by joining the 10 personal qualities that describe you best.

Kia maumahara ki tou mana ahua ake Cherish your absolute uniqueness

List the 10 personal qualities from the previous page.



Star quality

Now pair up with someone in the class who knows you.

Choose five personal qualities from the list that they feel describe you best.

Record these below.

Extraterrestrial Activities

Interests and hobbies

It's important to realise that the things you do in your leisure time can widen your job opportunities.

What are your interests and hobbies?

What other interests and hobbies would you like to develop?

What can you do now to make sure that you try at least one of these interests/hobbies this year?



E rangi te iti I te kore rawa. Little is better than nothing at all.



Astronomical achievements

What have you done that you are proud of?

In pairs, find out from each other about things you have done that you are proud of. List them below.

Achievement

paper/leaflet run

cooking dinner once a week

babysitting

How this could help me in the future

shows a potential employer that I am reliable, prepared to work hard and can stick to a task.

shows a potential employer that I am dependable, organised and creative.

shows a potential employer that I am responsible.

Achievement

How this could help me in the future

★ _____

★ _____

★ _____

★ _____

★ _____

★ _____

★ _____

★ _____

★ _____



*Ki te kaupapa o te maramatanga he rite ki
nga ihi o te ra*

*The purpose of enlightenment is that it be as
clear as the sun's ray*



Skills for the New Millennium

Transferable skills

Transferable skills are skills that you can take to a job once you leave school.

Work through this list of transferable skills and circle those that apply to you. Most of the examples relate to school or home life. A few examples are given - there will be many others. Think of examples from your own life and add them in the spaces provided. If necessary, get someone who knows you well to prompt you. Each section has a list of words that summarise the skills we are looking at.

Using your hands

making clothes

building a kitset or models

playing a musical instrument

playing computer games

repairing a broken bike

fixing a broken skateboard

I enjoy using my hands for:

*assembling
building/construction
operating tools
operating machinery*

Using my body

playing a sport

being outdoors

gymnastics

aerobics

dancing

singing

roller blading

tramping

I enjoy using my body for:

*muscular co-ordination
doing things outside
physical activities
keeping fit*

Using words

reading books

reading magazines

writing stories

writing poetry

talking on the phone to friends

helping a friend with their school work

remembering peoples' names

public speaking

copying pictures from books

being a member of the debating team

I enjoy using words for:

*reading
copying (accurately)
writing
speaking
teaching or training
editing
memorising*

Using numbers

adding up when I'm shopping balancing my bank account

 filling in my paper run payslips

saving pocket money saving wages from my holiday job

remembering phone numbers

calculating how much money I can make

 remembering friends' birthdays

being treasurer for a school club using a pocket calculator

I enjoy using numbers for:

*counting
calculating, computing
keeping financial records
managing money
memorising numbers
manipulating numbers*

Using problem solving

finding information for a school project

organising a party

working out how to get to a music concert tidying my bedroom

 deciding which movie to go to

deciding what to wear

working out how to get home after sports practise

I enjoy doing the following:

*researching
gathering information
analysing
organising
prioritising
putting things into order
comparing*

Using Originality

figuring out new ways to do things

designing hairstyles for friends designing cars

designing computer games

inventing games making something work better

creating designing

inventing experimenting with a new look

I enjoy doing the following:

*imagining
inventing
designing
developing
experimenting
improving
adapting*

Showing helpfulness

listening to friends' problems

 looking after someone who is sick

looking after someone who is upset working in groups

getting a friend to talk to me about a problem they have

motivating team mates when I'm playing sport

supporting a friend when they have a problem

 nursing a sick pet

I enjoy doing the following:

*listening
understanding
offering support
motivating
sharing*

Using artistic abilities

art

designing computer graphics

painting pictures

taking photos

sculpting objects

drawing

carving

weaving

I enjoy doing the following:

*fashioning or shaping things
being creative*

Using leadership

making friends

talking to other people

organising a game with friends

organising going to the movies with friends

sticking up for a friend in an argument

changing a friend's mind

giving a speech in front of the class

creating a new club at school

coming up with new ideas

taking risks

making decisions

being student representative

being captain of a sports team

I enjoy doing the following:

*beginning new tasks, ideas or projects
organising
leading
promoting changes
making decisions
taking risks
negotiating*

Following through

arriving home on time

returning library books

organising cd collection

following my paper run

following the sports team training plan for the season

I enjoy doing the following:

*using what others have developed
following through on plans
attending to details
classifying*

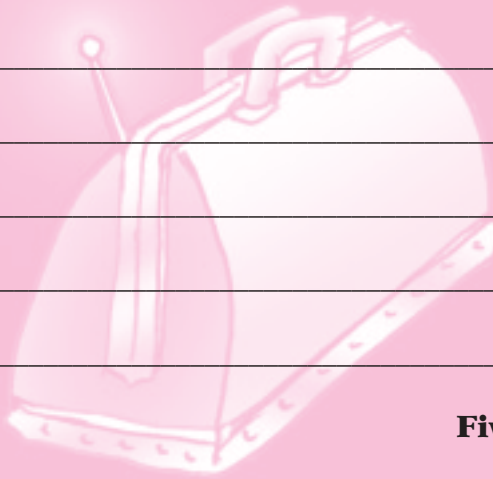
“

*Mauria ko oku painga Highlight my strengths
Waiho ko oku wheru Ignore my weaknesses*

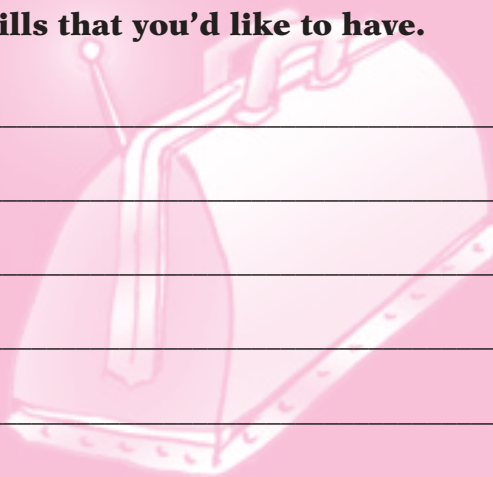
”

Having worked through the previous list you will need to fill your space cases.

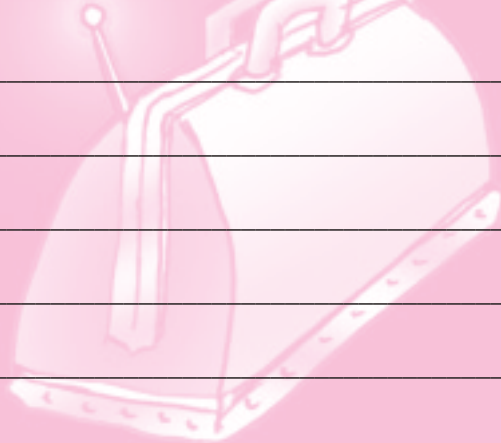
Five skills that you feel are your strongest.



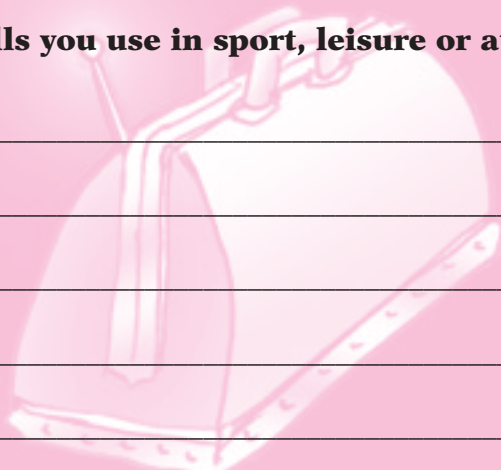
Five skills that you'd like to have.



Skills you use in learning.



Skills you use in sport, leisure or at home.



Work Orbit

Everyone needs a job that is interesting and fun. It's a good idea to look at the type of work that you think is interesting and would like to know more about.

List some jobs that people you know do, then circle the jobs that interest you.

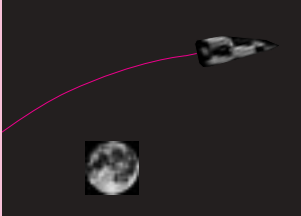
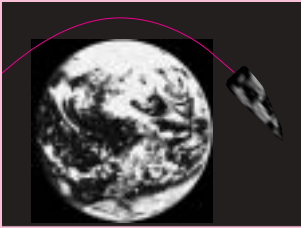


Jobs people in my family do

Jobs people I know do

Jobs other people do

Interplanetary Influences



Who might have an influence on your career options?

Many factors can influence your career decisions. These influences may come from family, friends, where you live and your own experience and knowledge.



List five people who have influenced your career decision so far.

Person

1

Person

2

Person

3

Person

4

Person

5

Voyage of Discovery

Jobs by Interest

A good way of working out your most suitable career options is by reading through and answering the following Jobs by Interest exercise. There are 11 categories to work through.

- 1 Read each description and write a score in the box that best describes your level of interest in this particular job category.
- 2 Highlight a special work area and the subjects you like within each category. For example, you may be interested in a horticultural career, so highlight plants and flowers under interests, and biology and horticulture under subjects.

Score the categories according to the following scale:-

1 very interested **2** interested **3** some interest **4** neutral **5** not interested

Interests

Agriculture, horticulture, environment

farming, crops, animals, plants, flowers, fishing, winemaking.

Arts, information, recreation, sport

drama, dance, music, modelling, media photography, art, writing, publishing, graphic art, industrial/interior design, fashion design, carving, coaching, sport, leisure, outdoor recreation, communications, library, journalism, languages.

Computing, electronics, electrical

data entry, programming, computers, electronics, telecommunications, electrical.

Education, health, social work

education, pre-school, primary, secondary, tertiary teaching, community work, counselling, psychology, social work, natural medicines, medicine, dentistry, veterinary, health.

Subjects

Score

applied maths
physics
chemistry, biology
horticulture
workshop technology

maths
English
drama
graphics & design
music
art
P.E.

maths
physics
computing
technology

English
history
geography
maths
physics
chemistry
biology

Interests

Engineering, construction

engineering, chemical, mechanical, electrical, civil, designing, building construction, labouring, surveying, carpentry, metalwork, map drawing.

Hospitality, tourism, personal services

accommodation, food service, cooking, travel, tourism, passenger transport, home & residential care, beauty care, funeral services, hairdressing.

Law, protection services

law, police, security, investigations, fire-fighting, army, navy, air force.

Manufacturing & distribution

chemical processing, factory production, technical, printing, storage, freight.

Office, administration, finance

politics, management, typing, word processing, business administration, personnel, customer services, accountancy, economics, banking, insurance, statistics.

Sales & marketing

sales, retail sales, telemarketing, public relations, advertising, international trade.

Science & research

physical sciences, physics, chemistry, life sciences, plant science, animal science, food sciences, medical sciences, mathematics, social sciences, environmental sciences.

Subjects

maths
physics
chemistry
graphics & design
design technology
art

English
food technology
languages
history
geography

English
history

workshop technology
applied maths
computer studies

English
accounting
economics
languages
computer studies

English
languages
economics
computer studies

maths
physics
chemistry
biology

Score

Solar Sleuthing

To increase your awareness of career opportunities, you need to gather information.

Working through the following case study will help you research information for your own career options.

Case Study One

Moving through the Milky Way

Rita enjoyed economic studies in the third and fourth form. One of the things she liked best was being a part of a junior enterprise scheme at school. Her group successfully created a new food product and sold it through the school canteen and a local dairy. Towards the end of her fourth form year, Rita had to choose her fifth form subjects. Her positive junior enterprise experience had made her aware of a range of exciting careers in food technology. Feeling she needed more information before making final subject choices, Rita took the following steps:

- Made an appointment with her **careers adviser**
- Printed out food technology and related jobs from the *KiwiCareers*, Career Services job and training information website
- Printed out the food technology industry information from *KiwiCareers*
- Talked to her **subject teachers** and **heads of science, maths and English departments**
- Looked through biotechnology and food technology information in **Jobs Galore**
- Checked out **Courses Galore**, which listed all the food technology and related science courses offered by universities and polytechnics in New Zealand
- Arranged a **work placement** with a local food manufacturing company as part of her social studies 'World of Work' unit
- Requested information from leading food manufacturing companies
- Discussed with her parents **possible contacts** to talk to or visit



*E tutakitaki ana nga kapua o te rangi,
kei runga te Mangoroa e kopae pu ana*

*Though the banks of clouds may block the sky,
the Milky Way still extends above all*



Case Study Two

Sally didn't have any career ideas. She read through the Jobs by Interest charts on the previous page to see what options interested her. She found that hospitality, tourism and personal services covered the activities that she was interested in. Sally then took the following steps:

- Went to the *KiwiCareers* website and looked at the Jobs by Interest sections and read the list of jobs, courses and industries under H_____ and T_____
- Read through the job and industry descriptions in *KiwiCareers* (If you do not have access to *KiwiCareers*, then look at **Jobs Galore**)
- Found that the following jobs looked interesting:

- Noticed that the jobs involved the following common tasks and duties:

- Noticed that the educational requirements and relevant subjects are:

- Noticed that the following experiences may be relevant to the jobs:

Intergalactic Investigation

Researching for yourself

For your own voyage of discovery and using the case studies to guide you, research two careers ideas that appeal to you. Use the outlines below to record your research:

Jobs by Interest group:

Job titles:

Educational/entry requirements/subjects:

Useful experience:

Researching for yourself

Jobs by Interest group:

Job titles:

Educational/entry requirements/subjects:

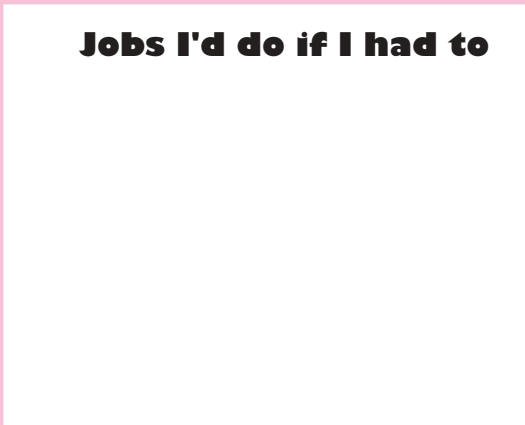
Useful experience:

Jobs for Me

Jobs I'd really love to do



Jobs I'd like to do



Jobs I'd do if I had to



Jobs I'd hate to do

Subject choices

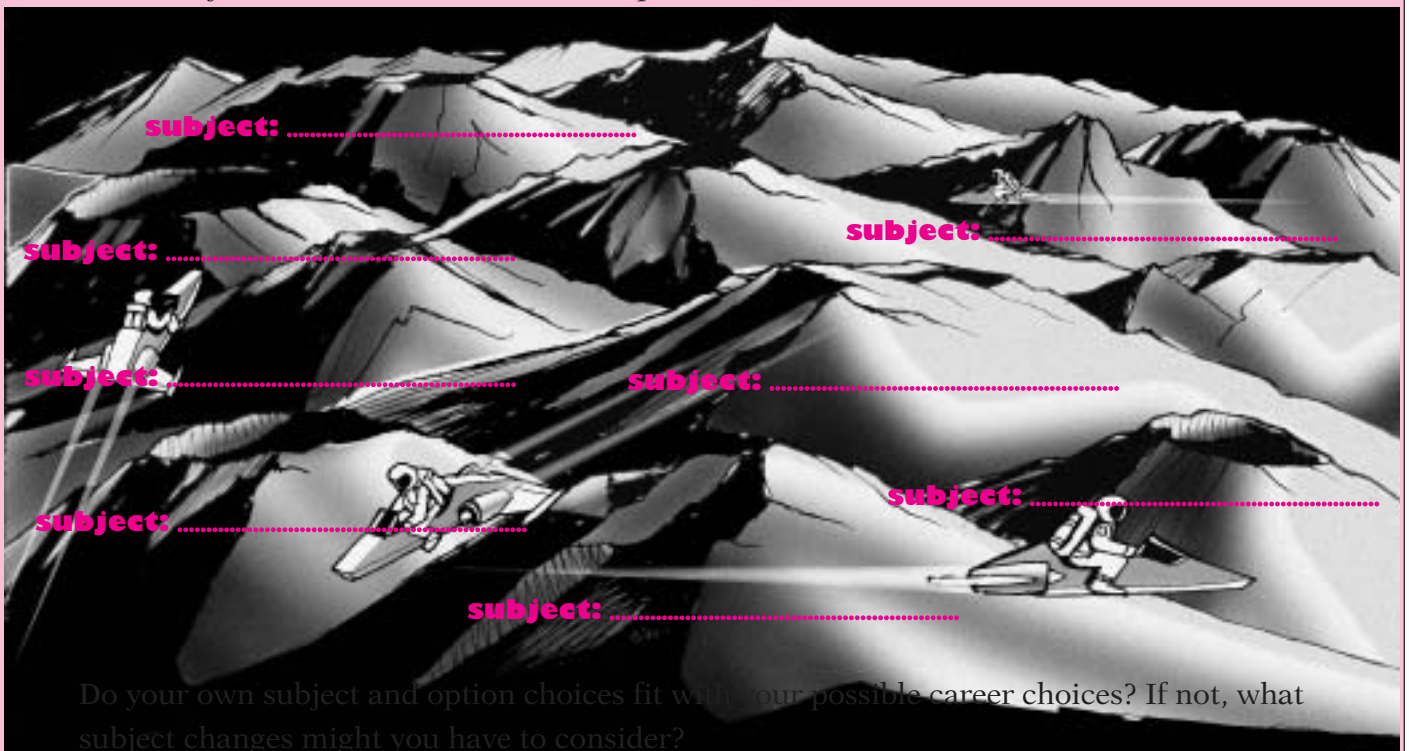
You need to be aware that subject and option choices can influence your career choice.

List your current subjects:

_____	_____
_____	_____
_____	_____
_____	_____

Write down the career choices that interest you:

What subjects do these career choices require?



Do your own subject and option choices fit with your possible career choices? If not, what subject changes might you have to consider?



Tracking your Future

Good planning involves having choices or alternatives as you and your interests and skills change. To help you plan for the future, fill out the following:

My next year's plan is:

School subjects:

Achievements:

Sports/Interests:

My goals:

Notes



Launch Your Career

with expert advice and information.

By working through this book you have made a great start along your career path. For further professional help and advice contact a career consultant at your nearest Career Services' CareerCentre. Freephone 0800 109 901 or:

Whangarei

Phone: (09) 438 8875

North Shore City

Phone: (09) 489 2299

Manukau City

Phone: (09) 262 4250

Hamilton

Phone: (07) 839 4181

Rotorua

Phone: (07) 349 0680

Tauranga

Phone: (07) 349 0680

Napier

Phone: (06) 835 8569

Gisborne

Phone: (06) 863 3590

Palmerston North

Phone: (06) 350 1130

New Plymouth

Phone: (06) 757 3750

Wellington

Phone: (04) 801 5429

Nelson

Phone: (03) 548 1630

Greymouth

Phone: (03) 768 0068

Christchurch

Phone: (03) 377 0530

Dunedin

Phone: (03) 477 5395

Invercargill

Phone: (03) 214 0252

CareerCentres

KiwiCareers

Unsure about which career to choose?

Visit the Career Services' KiwiCareers website.

It has over 650 general job outlines, including information about education and entry requirements, a salary range and interviews with New Zealanders doing the job.

Try KiwiCareers Pathfinder – a free online guidance programme that gives you career ideas and advice that will help you plan your future.

CareerPoint

CareerPoint is Career Services' freephone service and provides free information and advice about career and training options.

Freephone: 0800 222 733

Monday to Friday: 9am– 9pm

Saturday: 10am - 2pm

Fax: (04) 801 2731

Email: careerpoint@careers.govt.nz



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