



career Planit@

intermediate

year
7-9

Career Plan-It Workbook (Intermediate) is the first in a series of career planning workbooks developed by Career Services.

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ISBN 0-908996-21-7

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Star Log

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 plot your course.

career

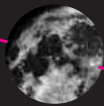
Planet

Destination: Life

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

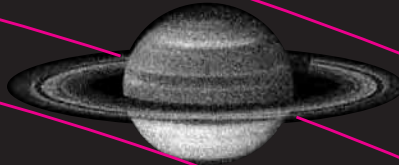
Lift off into orbit to find your:

INFLUENCES



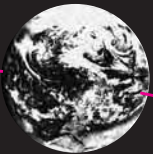
JOBS

SKILLS



PLANS

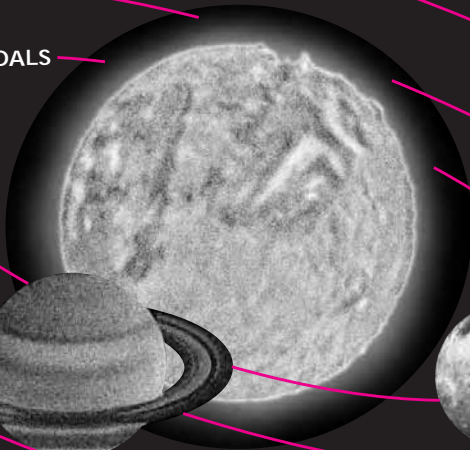
TRAINING



CHOICES

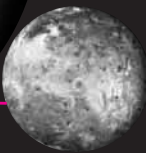
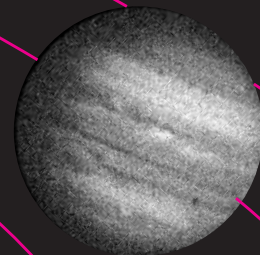
DECISIONS

GOALS



DOLLARS

FUN





Passenger Portrait

He Pārongo Pāhihi





Passenger portrait

Career Plan-It is your dossier on what makes you special, the work knowledge you've built up and the information you've researched for next year's choices.



Stick a photo or draw a picture of yourself here.

Identity card

Name:.....

Age:.....

Location:.....



What makes me 'me'

The more you understand about yourself, the better prepared you will be to make good choices in your life.

The first step to understanding more about yourself is recognising your personal qualities. These are characteristics that are special to you.



Here is a list of personal qualities. Highlight, in colour, up to 10 that best describe YOU.

What makes me special?

I am

honest	loyal	generous
energetic	friendly	practical
creative	patient	kind
polite	reliable	determined
organised	caring	punctual
co-operative	tolerant	shy
sociable	sensitive	outgoing
dependable	happy	ambitious
flexible	enthusiastic	serious

“Whakamaimoatia tōu tahitanga ake Cherish your absolute uniqueness ”



Star qualities

Different qualities are important and may be required for different sorts of jobs. For example, if you think you might like to work with tourists and people on holiday, you will need to be **sociable**, **outgoing** and **tolerant**.



Write up to 10 sentences about yourself using each of your best personal qualities that you chose on the previous page.

Eg. I am dependable because I always turn up for my basketball game each week.

1

.....

2

.....

3

.....

4

.....

5

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6

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7

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8

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9

.....

10

.....



Now work with a partner or friend. Ask them to write 5 words they think describe your personal qualities.

.....

.....



What is important to me

Values are the things you believe in and things that are important to you. Your family background, and the way you are brought up influence those things.



Work through the following list and tick the box that best describes how important these things are to you.

very important **not important**



Spending time by myself

Learning new things

Finishing things properly

Expressing myself in writing or in pictures

Having peace and quiet



Being with my family

Helping people in my community

Working by myself

Spending time with my friends

Being in a team



Doing new and scary things

Being important

Organising things

Being a leader

Knowing what comes next



very important

not important

Following definite ways of doing things

Having lots of money to spend

Being able to travel and have lots of holidays

Not having to be the leader

Working quietly in the background

Being appreciated by other people

Working with lots of other people



Thinking up new ideas

Getting people to work together on a project

Doing things slowly and carefully

Being on time

Doing things quickly



Doing lots of different things

Having lots of noise and fun around me

Being in pleasant surroundings

Other things that are important to you.

.....

.....

“He iti rā, he iti māpihi pounamu Small things too have their value ”



My lifestyle choices

Planning your future means planning to look after yourself. This means earning a living. To do that you need to stay fit and healthy.

INPUT DATA

Identify the healthy lifestyle choices from the pictures below and circle them.





My interests

It is really important to have some interests or hobbies you can do in your spare time. They make you feel good and help you build extra skills while you are doing something you like.

INPUT DATA

List the hobbies and interests you have now.



- 1.
- 2.
- 3.
- 4.
- 5.

INPUT DATA

What other interests would you like to develop?



- 1.
- 2.
- 3.
- 4.
- 5.

INPUT DATA

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

.....

.....

.....



Managing your time

If you want to develop new interests and skills, it will take time and effort. You need to look at how you spend your time and think about how you could organise it better.

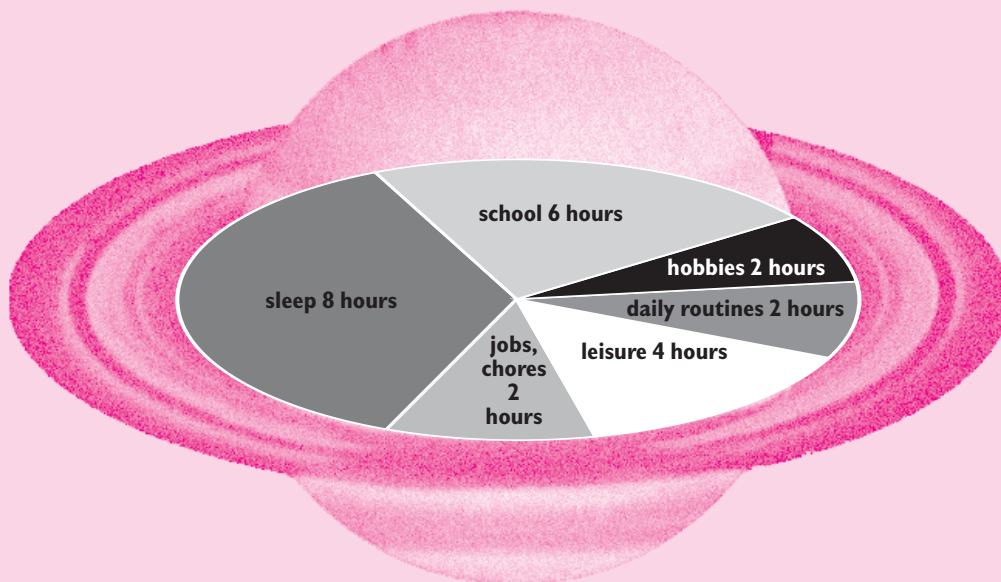


In the space provided over the page, draw a pie diagram showing the amount of time (in hours) you spend each day at:

- school
- hobbies such as learning a musical instrument, sports or painting
- leisure such as reading, watching TV, playing on the computer or just playing in a non-structured way
- jobs or chores
- daily routines such as eating and washing

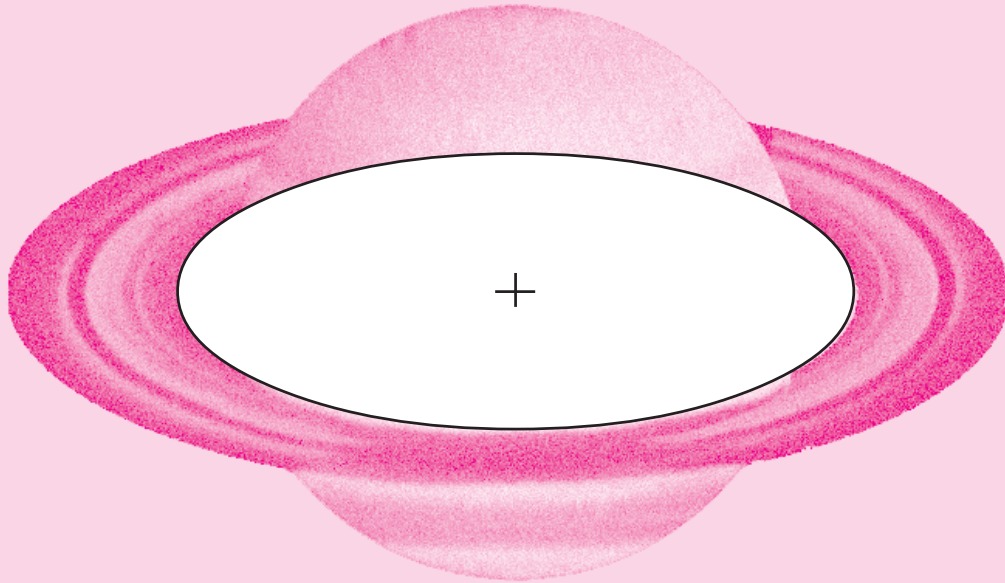
Here is an example of how your day might look.

A typical 24-hour day:





My 24-hour day



Now record this time in percentages.

- school
- sleep
- hobbies
- leisure
- chores, jobs
- daily routines

Your ideal day?

What would be the best use of your time so you are learning lots of new skills and getting time to do the things that you are interested in? Record this in hours.

- school
- sleep
- hobbies
- leisure
- chores, jobs
- daily routines



My astonishing, amazing, absolutely fabulous achievements

We all do things that we should be proud of, but sometimes we do not realise that these things are achievements.



Work in pairs and discuss what each of you has done that you are proud of. Here are some examples to get you started.



Achievement

1. Walk our dog every day after school
2. Gained rep honours in basketball

Why it is an achievement

1. It shows I can be relied upon and stick to routine tasks
2. It means I can work hard towards goals I have set myself

My achievements

Why it is an achievement

.....

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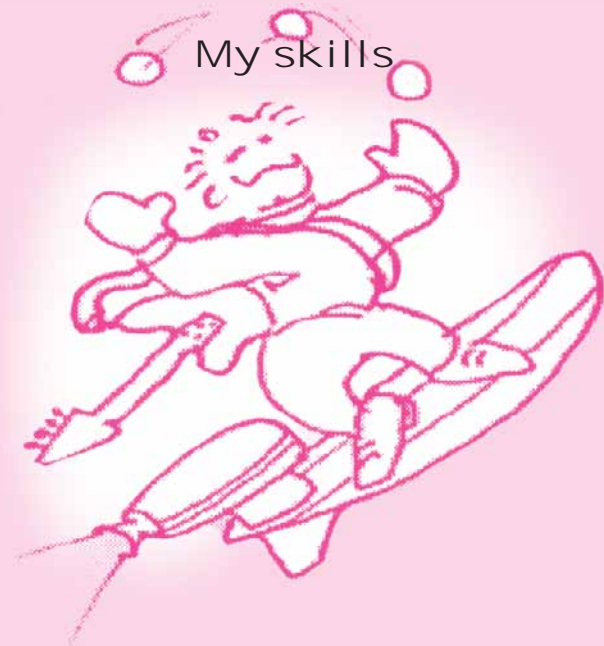
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.....



A skill is something you do well such as skateboarding, reading or speaking in public. We all have skills. It is important you recognise the skills you have now and the skills you need to develop.



Here's a list of skills you might have. Read through them carefully using the examples to help you understand. Develop a key for them by using four different colours or patterns for the categories:

- e.g.
- very good at
 - can do
 - would like to develop
 - doesn't apply to me

Now code the following list of skills according to your key:

Skills

- | | | |
|-------------------------|--|--------------------------|
| 1. helping others | such as helping a new student to settle into your class | <input type="checkbox"/> |
| 2. working with numbers | such as saving pocket money or wages, balancing a bank account | <input type="checkbox"/> |
| 3. being creative | by writing stories, using computer graphics, painting or photography | <input type="checkbox"/> |



4. staying fit	by practising and playing sport regularly	<input type="checkbox"/>
5. listening	to friends, teachers or to messages so you can pass them on accurately	<input type="checkbox"/>
6. developing technology/ computer skills	such as working the video or using a computer	<input type="checkbox"/>
7. organising	the school disco or a team for a local competition	<input type="checkbox"/>
8. communication/ interpersonal	working with people, being able to relate or talk to others	<input type="checkbox"/>
9. researching and information gathering	finding information for a school project	<input type="checkbox"/>
10. problem solving	working out how to get to a place or solving puzzles	<input type="checkbox"/>
11. designing new things	such as handicrafts, technicrafts or clothing	<input type="checkbox"/>
12. assembling or repairing things	such as punctures on bikes or assembling kitsets	<input type="checkbox"/>
13. learning new skills	such as new dance steps, subjects or sports skills	<input type="checkbox"/>
14. managing	your time, your money or others in a team	<input type="checkbox"/>
15. following instructions	such as getting a meal ready, following a recipe	<input type="checkbox"/>



My skills checklist

This is for keeping an up-to-date list of your skills.



Look at the skills activity you have already worked through. Now start to fill this checklist with the things you are very good at. Remember to update this list at the end of each section of this book.

My skills

How I learned this skill

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.
17.



The World of Work

Te Ao Mahi



Interview sheet



1. Person's name:

2. What is the title of your job?

3. In which of the following ways do you work?

self-employment

contract work

wage work

salaried work

consultancy

part-time

hourly

full-time

relief work

shift work

work experience

job share

4. What is your role?

.....

5. What skills do you need for this type of work?

.....

.....

.....





6. What interests do you have?

.....

.....

.....

Which of these interests do you use in your job?

.....

.....

7. (a) Which school subjects would be useful for this type of work?

.....

.....

.....

.....

(b) Were the subjects you studied at school and beyond useful? How?

.....

.....

8. What training did you have for this job?

.....

.....

9. What new skills have you developed since starting this job?

.....
.....
.....





Interview sheet



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.....
.....

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.....
.....

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.....
.....
.....





Jobs checklist

<i>Job title</i>	<i>Discovery date</i>	<i>What is involved in this job</i>



If I decide to be a . . .

The interviews you have recently done are a useful way for you to begin to think about your own future. Choose two jobs you think might be interesting and fill in the following table.



If I decide to be a it will be useful for me to have these:

subjects

skills

interests

If I decide to be a it will be useful for me to have these:

subjects

skills

interests



Job Vacancies

Job advertisements are a good way to find out which skills and special qualities employers want.

Here are two typical job vacancy advertisements. Read through them carefully, taking note of the qualities and skills the employer wants.



Highlight the following in both advertisements:

- duties/tasks
- personal qualities
- skills
- entry requirements

Refer to your passenger portrait section to check such things as personal qualities or skills.

Airport Information Officer

Wellington International Airport Limited (WIAL) is the owner and operator of the airport which is used by more than three million passengers each year.

WIAL manages two airport information centres which are part of the Visitor Information Network (VIN). These are linked to a national computer based tourism information and booking service.

We want to appoint a full-time airport information officer on a temporary contract. The main duties include providing information and assistance to airport users, making travel and accommodation reservations, retailing merchandise and collecting the International Departure Fee. This is a shift work position which operates according to a roster pattern of four days on and two days off, including weekends and public holidays.

Applicants should enjoy working with the public in a friendly and professional manner.

Person Profile

- strong interpersonal and communication skills
- travel or hospitality industry training or experience
- good working knowledge of the Wellington region
- the ability to positively influence people, be part of a team, and perform consistently as well as under pressure
- excellent personal presentation
- customer focussed approach
- computer literacy

Harbour

Ranger

– Opportunity –

The Wellington Regional Council manages the harbours and coastal waters of the Wellington Region for navigation and safety purposes.

Our Harbours Department is looking for a Harbour Ranger to join our small but dedicated team. You will:

- Be an active member of our Oil Spill Response Team
- Assist with monitoring compliance with the Resource Management Act and navigational bylaws in the coastal marine area, and
- Assist with maintaining navigation aids.

This involves working with all types of harbour users, both recreational and commercial.

We are looking for somebody who is a fit and active team player and, as good customer service is our priority, you will need excellent people skills.

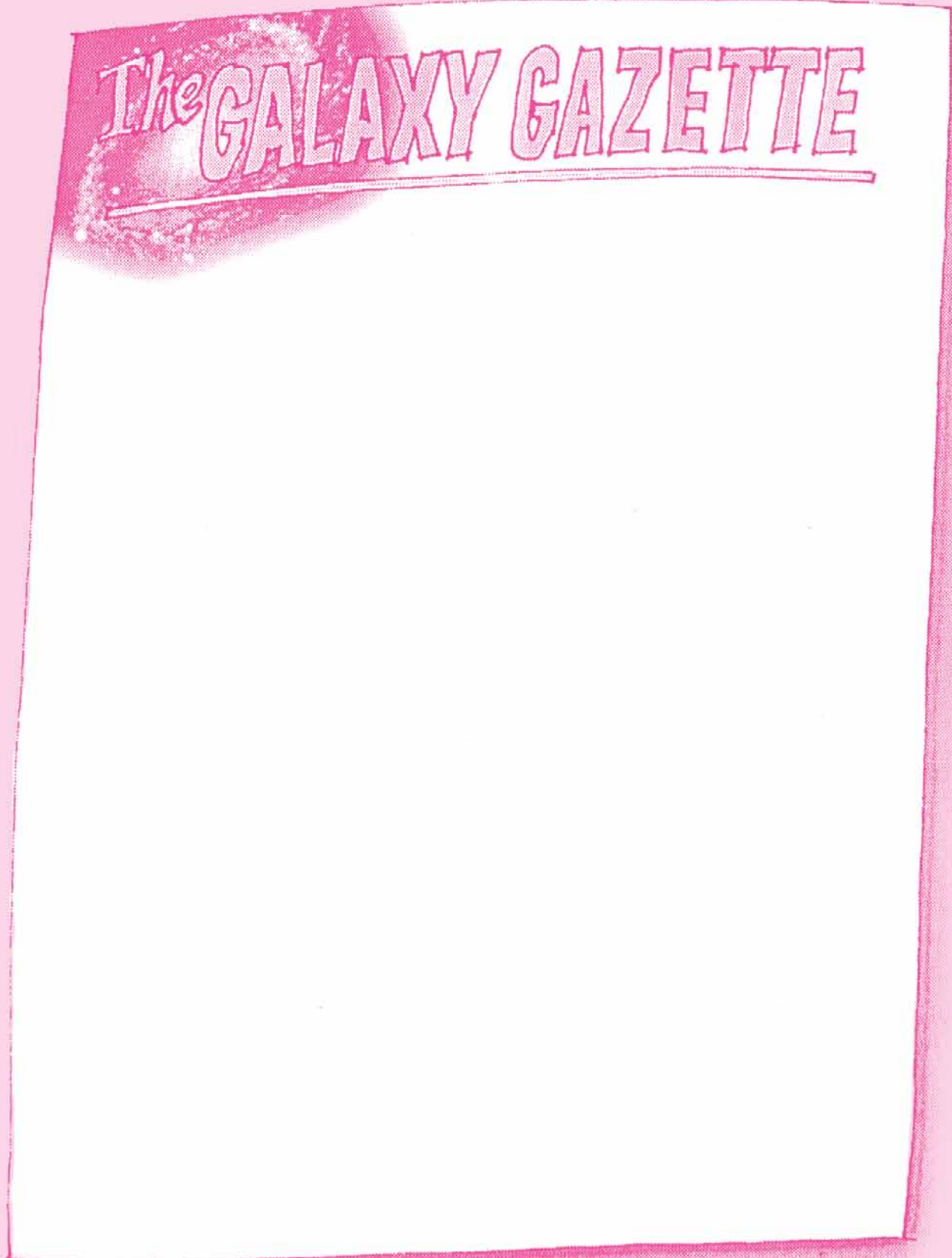
Common sense, sound judgement and a cheerful disposition, as well as a flexible attitude to working hours are essential.

It would also be an advantage if you have a formal marine qualification and are able to handle and maintain small craft.



INPUT DATA

Using the information you have gained from your interviews, and having worked through the examples on the previous page, pick two job vacancies from your local paper. Cut them out and paste them onto this page.





Study the two job advertisements you have chosen. List the duties, personal qualities, skills and entry requirements the employer has asked for in each job.

Job vacancy 1

Job title:

Duties:

.....
.....

Skills:

.....
.....
.....

Personal qualities:

.....
.....
.....

Entry requirements:

.....
.....

Job vacancy 2

Job title:

Duties:

.....
.....

Skills:

.....
.....
.....

Personal qualities:

.....
.....
.....

Entry requirements:

.....
.....



I can imagine that being a _____ might be like this. Draw pictures of things that show what one of these jobs might be like. Pick the one you like best.



If you want to do a bigger picture, ask your teacher.



Job families

Job families are also called job interest areas because the jobs are based around the interests that people have.

Below is an example of a job family, showing some of the jobs you could do if you were interested in working with animals. A good way to plan a suitable career is through an interest you have.

Working with animals



You can find out more about these jobs on the Careers Services website.

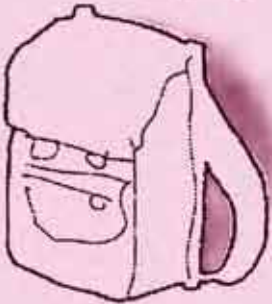
www.careers.govt.nz



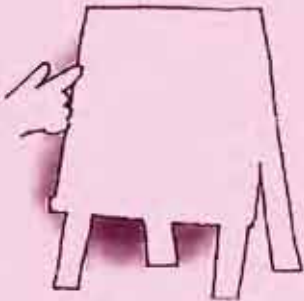
- Other job interest areas include:
- sport and recreation - playing, coaching or managing sports people and facilities



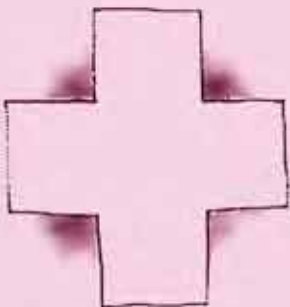
- horticulture - working with plants and growing things



- tourism - looking after visitors from New Zealand or other countries



- education - teaching people of all ages from pre-school to adults



- health - keeping people well and looking after them when they are hurt or sick



- construction - designing, building and looking after roads, bridges and machines



Job families

Choose two of these job interest areas that you think would be interesting to work in.



On this and the next page, choose two job families and list as many jobs as you can think of for each family. Either use the job interest graphic on WW11 as your outline or create your own job family graphic. Add jobs and revisit the job family as you work through the World of Work section.

Job family 1.....

DRAW HERE

A large white rectangular area for drawing. In the top left corner, there is a pink illustration of a hand holding several colored pencils. The text 'DRAW HERE' is written in pink above the hand. In the bottom right corner, there is a pink cartoon illustration of a girl with blonde hair, wearing a white shirt and a pink skirt, looking back over her shoulder. A speech bubble next to her says 'DIDN'T I DO WELL!'. Below her are two drawing tools: a pencil and an eraser.



Job family 2

DRAW HERE





Next Year's Choices
Ngā Kōwhiringa mō tērē tau



Making subject choices

The following worksheet is useful as a record of Year 13 students' visits to your classroom.



Use the worksheet as a guide to the type of information you need for making good option choices for next year.

Year 13 student's name:

Student's school:

Subjects taken Years 9 - 13:

.....
.....
.....
.....
.....

Subject choice mistakes:

.....
-------	-------	-------

Skills added while at school:

.....
-------	-------	-------

Hobbies / interests:

.....
-------	-------	-------

Skills gained from hobbies:

.....
-------	-------	-------

Part-time jobs:

.....
-------	-------	-------

Work experience/job training while at school:

.....
.....

Extra credits/unit standards:

.....
-------	-------	-------



Choosing options

Studying a prospectus from each of your local schools is a good way to find out what subjects are available.



Look closely at the options section of each prospectus and answer the following questions:

School:

1. What options are available for Year 9 students, and how much do they cost?

.....
.....

2. How many options do you take for your first year?

.....
.....

3. Which options lead on to examinations?

.....
.....

School:

1. What options are available for Year 9 students and how much do they cost?

.....
.....

2. How many options do you take for your first year?

.....
.....

3. Which options lead on to examinations?

.....
.....

School:

1. What options are available for Year 9 students and how much do they cost?

.....
.....

2. How many options do you take for your first year?

.....
.....

3. Which options lead on to examinations?

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.....

