Action plan

Going into workplace training

To learn and gain a qualification while you work, you need to find a job with an employer who will support you to do the training. Your training is likely to involve on-the-job learning, assessed through an Industry Training Organisation, as well as off-the-job courses at a tertiary education provider.

Work through this action plan. It will help you take the right steps and keep you on track.

1. What job or industry do you want to get into?

Write the job or industry here:

TIP Ask yourself: What are my skills? What do I like doing? What do I want to be?

2. Find the right Industry Training Organisation (ITO)

Gather information on the ITO you need to contact.

Name of ITO

Contact person’s name

Phone number and website

TIP The Careers New Zealand website has a list of the ITOs and the areas they cover. Go to www.careers.govt.nz and search for Industry training contacts.

3. Find out about how you will learn

Look at the ITO website to find out what qualifications you can gain and what is required:

Qualification you want to gain

Entry requirements and useful experience

Includes off-the-job courses? Y/N

If yes, where and when?
4. Who could you find a job with?

Write down any businesses or employers where you might get a job:

<table>
<thead>
<tr>
<th>Business or employer 1</th>
<th>Business or employer 2</th>
<th>Business or employer 3</th>
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**TIP** Use Google and the Yellow Pages to look for businesses and employers.

5. Write or update your CV

Prepare the following information for your CV:

- [ ] A list of your skills and interests
- [ ] Summary of NCEA results
- [ ] Summary of part-time work experience
- [ ] Names of two referees and their contact details

**TIP** Visit [www.careers.govt.nz](http://www.careers.govt.nz) to find CV tips, and cover letter and CV templates. Try out CV4Me – an online CV creator.

6. Search for suitable jobs

Start looking for job opportunities:

- [ ] Contact employers directly
- [ ] Talk to your ITO regional coordinator
- [ ] Read local newspapers
- [ ] Ask family and friends
- [ ] Sign up for email updates on job websites

**TIP** It pays to ask around for a job. Many jobs are not advertised and people find out about them through friends and family.

7. Keep a record of jobs you apply for

Write down the job title, the name and number of the contact person, the date you contacted them, and the outcome.