

MY CAREER EXPO PLANNER

A STEP-BY-STEP GUIDE TO PLANNING YOUR EXPO VISIT

EXPOS ARE A GREAT WAY TO EXPLORE SOME OF THE OPTIONS YOU HAVE WHEN YOU LEAVE SCHOOL. GOING TO AN EXPO CAN BE LOTS OF FUN, BUT IF YOU GO PREPARED YOU'LL GET MORE OUT OF IT.

STEP 1 WHERE ARE YOU AT?

How did you choose your school subjects?

- A. I picked a mix of different subjects
- B. I chose subjects I thought I'd enjoy
- C. I took subjects I knew I needed for my future career
- D. I took the subjects where I liked the teacher

If someone asks what you want to do with your life, what do you say?

- A. I say I am looking around to see what's out there
- B. I talk about whatever career ideas I've got at the time
- C. I give them an exact rundown of my career plan
- D. I tell them I have no idea

When you think of yourself five years down the track what do you see?

- A. I hope I'll have a job or finished a course I enjoy
- B. I'll be doing something that I enjoy
- C. I'll be settled into my dream job
- D. I can't picture the future. I prefer to focus on now

If someone asked you about your job options, what would you say?

- A. I've got a range of job options
- B. There are a few different things I'd be happy doing
- C. I know exactly what job option I will be taking
- D. There are just too many job options!

How open are you to other career ideas?

- A. I'd be keen to look at other ideas
- B. I think I already have a fair idea of my options
- C. I have an idea in mind. I'm not looking at other ideas
- D. I don't need more ideas. I'm overwhelmed as it is

When it comes to deciding on a career, how will you do it?

- A. I'll keep my options open
- B. I have a few ideas but I don't know where to start
- C. I've already decided so I just need to put the steps in place
- D. I'll probably change my mind a dozen times

Mostly As

Mostly Bs

Mostly Cs

Mostly Ds

UNDERSTAND YOUR RESULTS

Mostly As

You're not sure about any of the career ideas you've come across yet. You're still looking. You want to check out everything that's available before you make any decisions.

The trick is to focus on how well different options would fit you and the life you want. Get to know yourself. What do you enjoy doing? What really motivates you? Where do you want to be in five years? This will make it easier to choose options that are worth exploring further. **GO to Step 2 A**

Mostly Bs

You have some career ideas. You're ready to find out more about them so you can decide which one works best for you, but you're still open to other ideas in the process.

The more you know about the options you are considering, the more confident you will be to make a decision. Make a list of the things you need to find out to help you refine your ideas. This will make it easier to move closer to the options that are a good fit for you. **GO to Step 2 B**

Mostly Cs

You have a pretty clear idea of where you're heading and are confident about that choice. You don't want to stray much from that path because you feel it's a good one.

It doesn't hurt to explore other career ideas when you have the opportunity, just to make sure you haven't ruled out anything that might actually work very well for you. It is always a good idea to have a plan B just in case things don't go quite as planned. **GO to Step 2 C**

Mostly Ds

You're not feeling ready to make a decision about what direction you want to head in. You want time to think about whether you should choose a job, training or further study.

Don't stress if everyone around you seems to have it worked out and you don't. Look for information on ways you could explore different study options or plan experiences that will help you understand your strengths and firm up some career ideas, for example, a short practical course to get a skill you'd like to have, volunteering, a job or a working holiday. **GO to Step 2 D**

STEP 2

VISIT WWW.CAREERS.GOV.NZ

TIP

- Take a look at **Career Stories** to see how other people moved on from school to study, training or work. Their experiences may help you make your decisions.

A Try using tools that match what you like to what different jobs involve.

- Try the simple tools Skill Matcher and Subject Matcher
- Try out Career Quest. Spend a bit of time using the features of this tool, for example, look at why certain jobs are suggested for you and revise your questionnaire answers to see what difference this makes

B Get the facts about your career ideas and find out how people working in those areas have built their careers.

- Find out how to get into a job, what kind of skills you would need, what the employment prospects are, etc.
- Check out related jobs in the same or different industries. These may have many of the same things that you like

C Explore the ways you can progress your career plans through study, training or workplace learning.

- Get a good idea of what you need to find out and think about before you choose one course or one provider over another
- Find out which providers are offering what courses and follow the links to their websites to find out more

D Plan experiences that will develop your skills and your knowledge of what you like and what you are good at.

- See A, B and C above. Know what lies ahead: you can't make a decision without knowing what and how
- Try the Know your skills tool to see whether you have the skills that are valuable in most jobs. Room to improve? Think about how you could do this through hobbies, work, volunteering, travel or short courses

STEP 3

PLAN YOUR EXPO VISIT

Now you have worked through Steps 1 and 2, you are ready to plan your expo visit. Note down the areas you'd like to find out more about.

Visit www.careersexpo.org.nz to find out who this year's exhibitors are. Make a note of which ones you'd like to go to.

STAND OR SEMINAR	SITE NO / TIME

TIP

➤ Find out about the organisations that will be at the stands and seminars, before you go to the expo. Visit their websites. You'll get real value out of the time you spend with them, when you know more about who they are and what they do.

Questions you could ask (tick the ones you want to ask)

- | | |
|--|--|
| <input type="checkbox"/> What are the entry requirements for this job/course/training? | <input type="checkbox"/> How long will the course/training take? |
| <input type="checkbox"/> What are the prospects of getting a job in this area? | <input type="checkbox"/> What are the costs and what does this include? |
| <input type="checkbox"/> What qualities do people need to do well in this job/course/training? | <input type="checkbox"/> How many students complete this course/training? |
| <input type="checkbox"/> What can I do to improve my chances of getting into ...? | <input type="checkbox"/> What jobs do graduates get after this course/training? |
| <input type="checkbox"/> What subjects do I need to take next year to help me get into ...? | <input type="checkbox"/> Is there practical work experience in this course/training? |
| <input type="checkbox"/> What help is there for me when I am learning? | <input type="checkbox"/> How will my course/training be assessed? |
| <input type="checkbox"/> Who is the industry training co-ordinator in this district? | <input type="checkbox"/> |
| <input type="checkbox"/> Do you have open days? | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |

STEP 4 AT THE EXPO

This space is for you to record details about courses or training you are considering:

COURSE OR TRAINING NAME			
PROVIDER NAME AND LOCATION			
ENTRY REQUIREMENTS			
TIME TO COMPLETE			
SUBJECTS TO TAKE NEXT YEAR			
THINGS TO FOLLOW UP			
NOTES			

STEP 5 AFTER THE EXPO

Here are some ways to progress the career ideas you explored at the expo. Some you can do now, some you may not need to do until your last year at school.

TIP

Need more help?

Contact Careers New Zealand:
Call 0800 222 733
Chat on line
E-mail
careers@careers.govt.nz

- | | |
|--|---|
| <input type="checkbox"/> Follow up the notes you made and get the extra information you need | <input type="checkbox"/> Check out course or training application processes and dates |
| <input type="checkbox"/> Talk to the careers adviser at your school | <input type="checkbox"/> Find out about student allowances and loans |
| <input type="checkbox"/> Talk to your dean about choosing subjects for next year | <input type="checkbox"/> Find out about scholarships and awards |
| <input type="checkbox"/> Talk to people you know about your ideas. They may be able to give you information or contacts. | <input type="checkbox"/> Collect samples of your work to put with applications |
| <input type="checkbox"/> Attend open days at places that have courses you're interested in | <input type="checkbox"/> Create or update your CV and practice interview techniques |