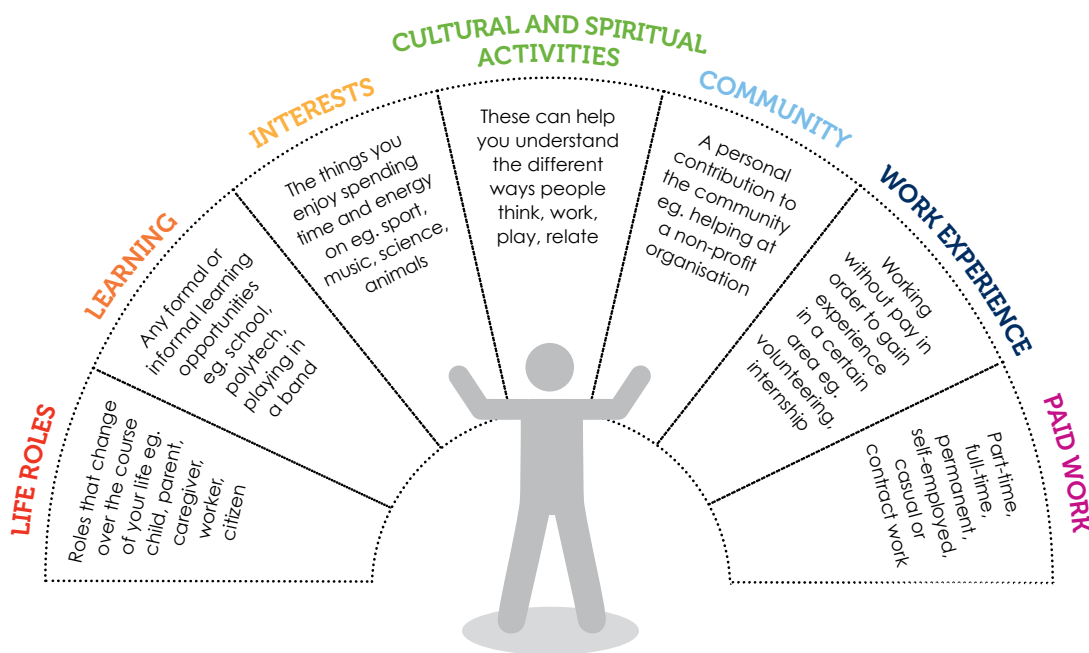


What is a career?

A career is the sequence and variety of work roles, paid and unpaid, that a person undertakes throughout a lifetime. More broadly 'career' embraces life roles in the home and the community, leisure activities and learning as well as work. Work, learning and life are intertwined. Everyone has a career.

You develop your skills and values through many activities in your life



To make decisions about your career



When you make decisions about your career, think about how your choices will fit with the kind of person you are and the sort of life you want to live.

THE BEST OF BOTH WORLDS

“ I enjoyed studying art at school but I wasn't sure what I wanted to do when I left. My parents suggested I take some time out to explore my options. They also encouraged me to do some training during this time. I did a computer course and really enjoyed it. I thought I could combine computers with my interest in art. So I did a design course at polytech, and got a job at a graphic design company. I loved the work but I really missed my home and family so I decided to move back. There weren't many graphic design jobs there so my dad encouraged me to look at starting my own business. I did some research and eventually opened my own print and design company. It's been running for almost two years now and everything has gone well so far. ”

Know yourself

You need to understand who you are and know what is important to you to make a decision about your career. This means discovering what your interests, skills, achievements, work values and personal qualities are.

Ask yourself...

WHAT DO I ENJOY?

Being creative. Working with my hands.

THESE ARE YOUR INTERESTS

WHAT DO I DO WELL?

*Motivate people to do their best.
Find solutions to problems.*

THESE ARE YOUR SKILLS

WHAT AM I PROUD OF HAVING DONE?

Competing in a half-marathon.

THESE ARE YOUR ACHIEVEMENTS

WHAT IS IMPORTANT TO ME?

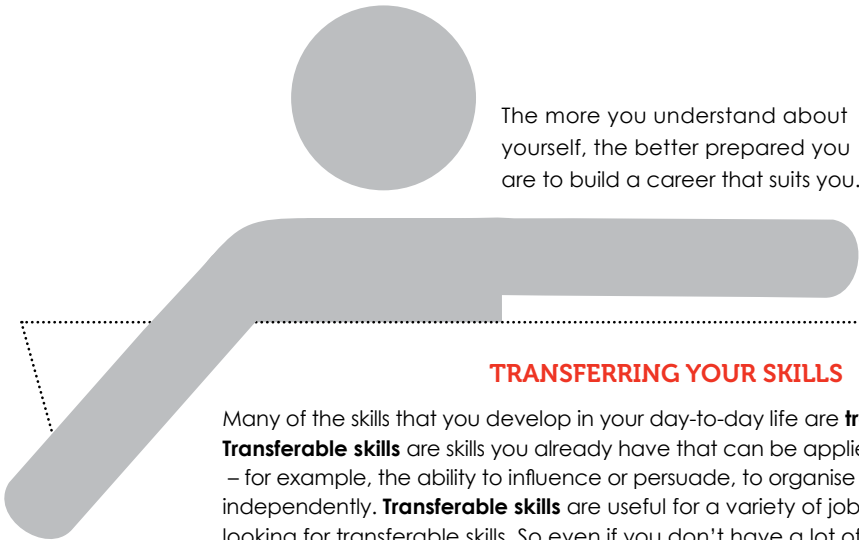
*Having time for my family.
Being given different challenges.*

THESE ARE YOUR WORK VALUES

WHAT ARE SOME OF MY POSITIVE AND UNIQUE TRAITS?

I am determined and loyal.

THESE ARE YOUR PERSONAL QUALITIES



The more you understand about yourself, the better prepared you are to build a career that suits you.

TRANSFERRING YOUR SKILLS

Many of the skills that you develop in your day-to-day life are **transferable skills**. **Transferable skills** are skills you already have that can be applied in a new situation – for example, the ability to influence or persuade, to organise people or to work independently. **Transferable skills** are useful for a variety of jobs. Employers are often looking for transferable skills. So even if you don't have a lot of job-specific skills, you may have a range of skills that you can use to market yourself to employers.

tips

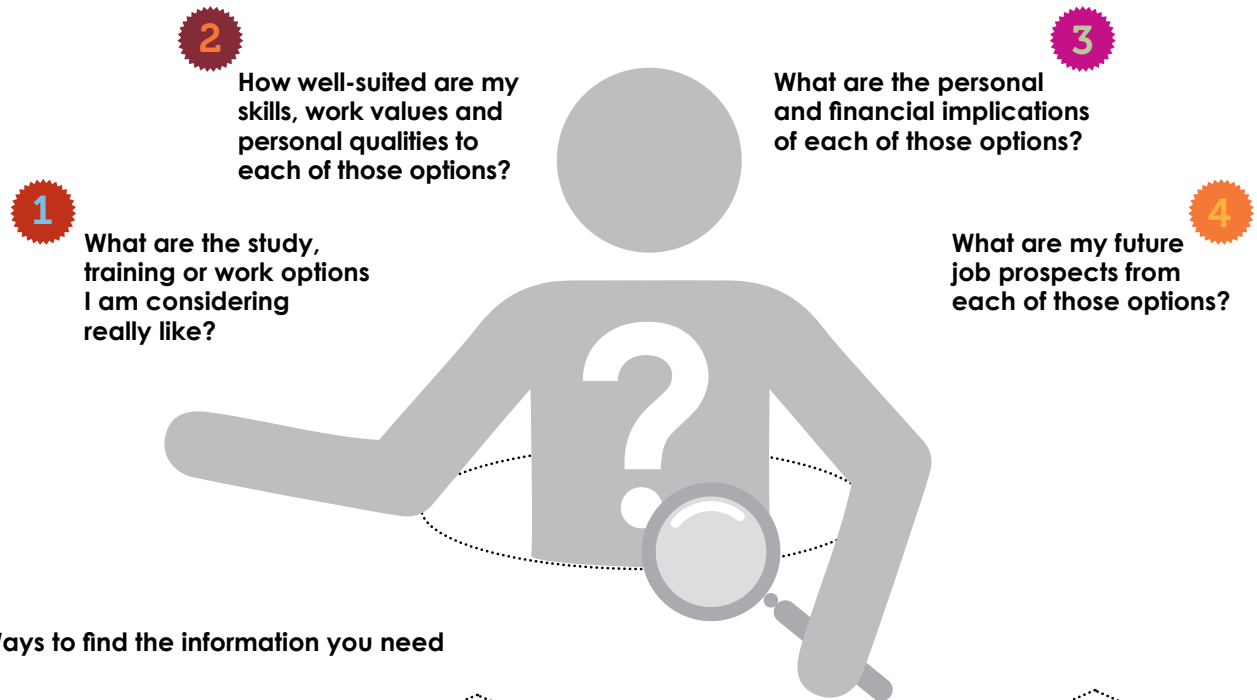
Talk to people who know you well. Remember that others often see strengths and skills that you don't see in yourself. They might have ideas about jobs that could suit you.

Visit www.careers.govt.nz Try out the Subject Matcher, Skill Matcher and CareerQuest tools to get ideas about jobs related to your interests and skills.

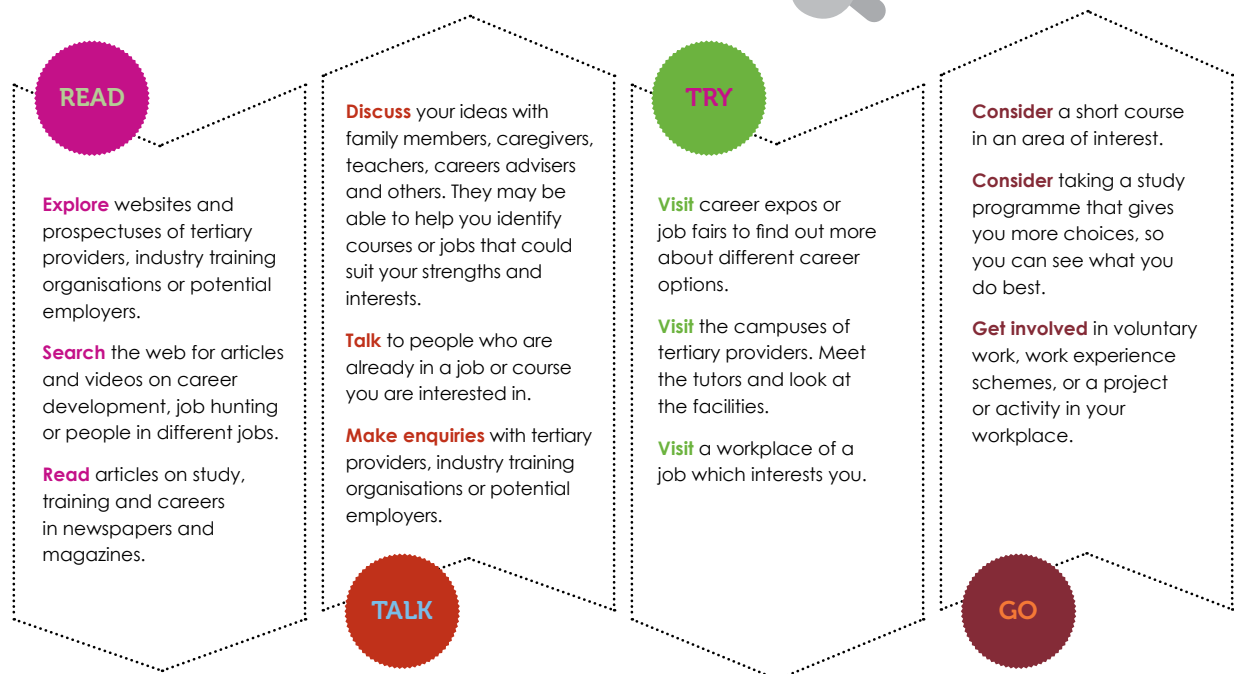
Explore opportunities

You also need to understand the possibilities that may exist for you now and in the future to make a decision about your career. This means researching the realities and requirements of learning and work options that are relevant to your strengths and interests.

Key questions to answer



Ways to find the information you need



The more ways you use to research possible areas of study, training and work, the more likely you will be to discover unexpected career opportunities.

Visit www.careers.govt.nz Use the jobs database and courses information to research your career ideas. Follow the links to other sites for more information on the options that interest you most.

A few facts on education and work in New Zealand

The facts below are examples of what is called labour market information. Finding and interpreting relevant labour market information is an essential part of exploring opportunities. What do these facts tell you?

5 LARGEST INDUSTRY AREAS BY EMPLOYMENT

- 1 health care and social assistance
- 2 manufacturing
- 3 retail
- 4 education and training
- 5 professional, scientific and technical services

From Statistics NZ, Earnings and employment survey

2014

WHAT STUDENTS BORROW

84% of full-time students took out a loan



1/2 of loan holders borrowed less than \$7380 in 2013



42% of part-time students took out a loan



1/2 of loan holders borrowed more than \$7380 in 2013



From Ministry of Education, tertiary education statistics

2013

5 SKILL AREAS HARDEST TO FIND

- 1 engineers
- 2 skilled trades workers
- 3 accounting and finance staff
- 4 management or executive staff
- 5 IT staff

From Manpower Group, Talent shortage survey

2014

POST-SCHOOL LEARNING CHOICES

14K people under 20 years old began workplace training with an employer. 8K of those started an apprenticeship

42K people under 20 years old began to study or train at a tertiary organisation

From Ministry of Education, tertiary education statistics

2013

QUALIFICATIONS OF WORKING AGE PEOPLE

67% of people in the workforce have school qualifications



52% of people in the workforce have post-school qualifications



From Statistics NZ, Household labour force survey

2014

5 MOST POPULAR POST-SCHOOL STUDY FIELDS

Of people under 20 years old

Workplace training

- 1 building
- 2 food and hospitality
- 3 agriculture
- 4 community services
- 5 sales

Tertiary organisations

Certificates and diplomas, level 3-6

- 1 business and management
- 2 office studies
- 3 building
- 4 communications and media
- 5 tourism

Tertiary organisations

Bachelors degrees, level 7

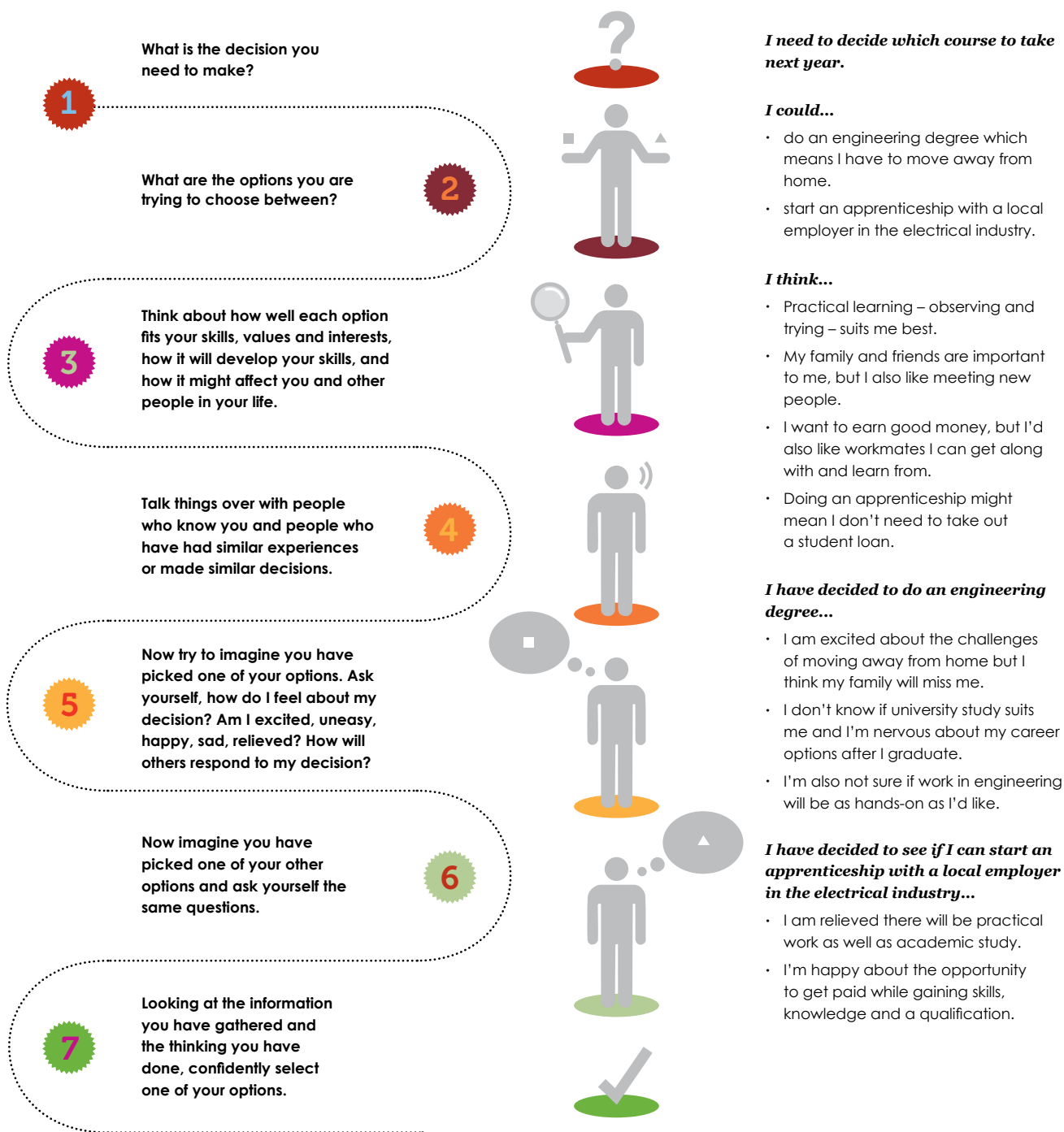
- 1 mathematical sciences
- 2 studies in human society
- 3 business and management
- 4 biological sciences
- 5 psychology

From Ministry of Education, tertiary education statistics

2013

Decide...

Making decisions about your career doesn't have to be complicated. Once you have spent time getting to know yourself and exploring different opportunities, you should be able to make a sound decision.



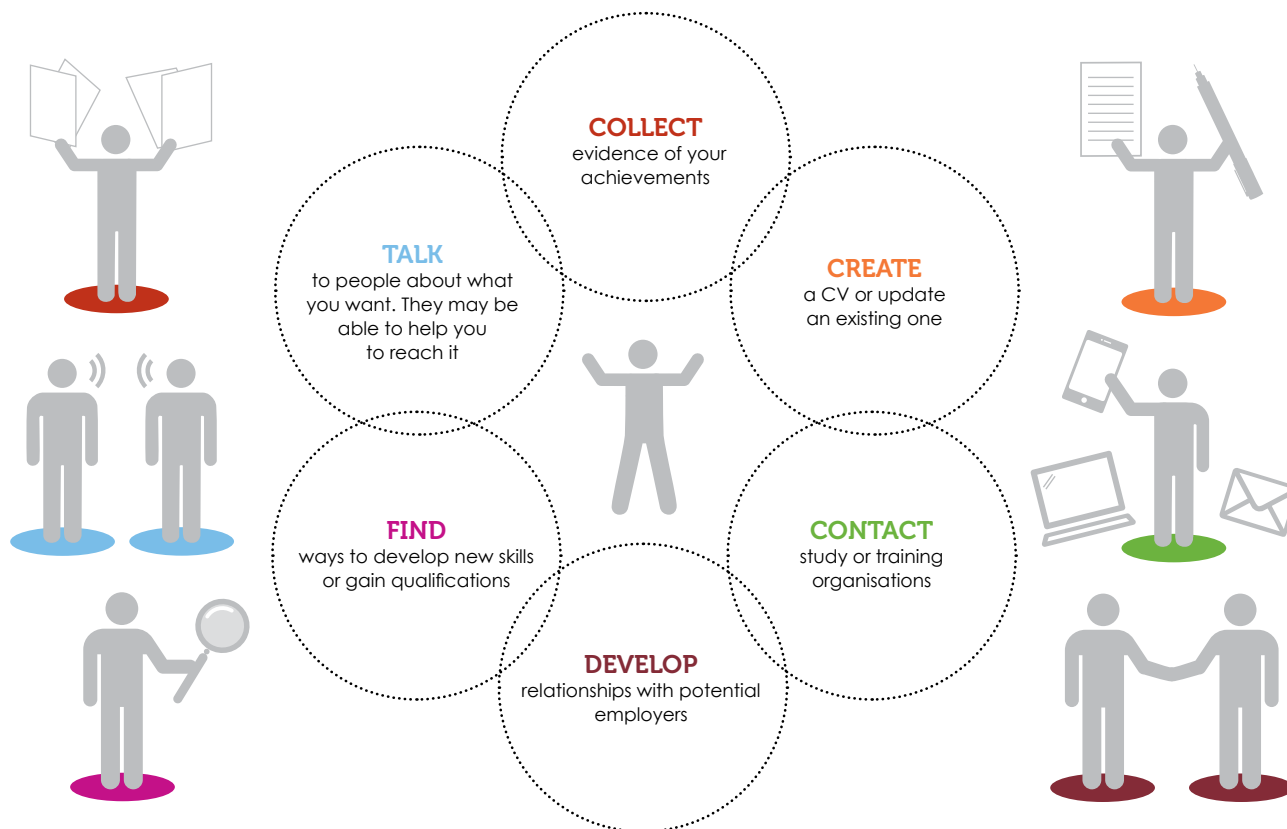
Remember that you will be making career decisions throughout your life. It's okay to change your mind and your plans as you change as a person.

Visit www.careers.govt.nz Go to the Plan your career section for more help on making your decisions. Look through the Career Stories videos to see how others made theirs.

...and act

Now that you've made a decision, think about how you'll get there.

Here are some things you might need to do:



You might find it helps to create an action plan. The Plan your career section on www.careers.govt.nz has a range of action planning templates you can download and use.

Looking for job opportunities

KEEP YOUR EYES OPEN

Check vacancies on websites, in newspapers, professional and industry journals. Go to career fairs and expos.

KNOW WHAT YOU WANT

Research the culture, values and ideals of places to work. Ask yourself if they fit with what you want.

PREPARE YOURSELF

Plan ways to show an employer you have what they are looking for. Practice what you will say. Choose referees who can assist your application.

STAY MOTIVATED

Stay focused on the job search. Stay positive and patient.

DO SOMETHING EACH DAY

Write down what you have done. Ask yourself what you can do a little better each time.

OTHERS CAN HELP

Ask people you admire to support or mentor you. Register with recruitment agencies.

FOLLOW UP LEADS

Talk to people about your job search. Follow up any information they give you about job options you could explore.

tips

Planning doesn't mean pinning everything down. Even if you are not entirely sure of your destination, planning actions you can take now will help you move in the right direction.

Visit www.careers.govt.nz Explore the How to get a job section for help with CVs, interviewing and finding vacancies.