Before you start, check that you:

- have a clear idea about what you want to do when you leave school
- have spoken to your parents, teachers, careers adviser, guidance counsellor or dean about your plan to leave school.

1. What will you do when you leave school?

Write your goal and a target date for each one below:

<table>
<thead>
<tr>
<th>Goal</th>
<th>Target date</th>
</tr>
</thead>
</table>

**TIP** Make sure your goals follow the SMARTER principle:
Specific, Measurable, Achievable, Relevant, Timed, Evaluated, Reviewed

2. Who can help you reach your goal?

**TIP** To get help from a careers expert, chat online at www.careers.govt.nz
3. What do you need to do before you leave school?

Check that you have:

- ☐ your record of achievement and NCEA results notice
- ☐ references or testimonials from current teachers, dean or principal
- ☐ school reports and/or portfolios of work
- ☐ paid any outstanding school fees
- ☐ evidence of work experience
- ☐ handed in your school textbooks
- ☐ school certificates, medals or awards
- ☐ sold your school uniform (optional)
- ☐ any outstanding school fees
- ☐ handed in your school textbooks
- ☐ sold your school uniform (optional)
- ☐ an up-to-date CV
- ☐ an IR number (tax number)
- ☐ a driver’s licence
- ☐ a bank account
- ☐ interview and work clothes
- ☐ transport to and from work

TIP It's a good idea to keep all your important documents together in one place, for example in a folder.

4. If you are going into work, are you prepared?

Check that you have:

- ☐ an up-to-date CV
- ☐ an IR number (tax number)
- ☐ a driver’s licence
- ☐ a bank account
- ☐ interview and work clothes
- ☐ transport to and from work

TIP Check out the Finding a job action plan for help with job hunting at www.careers.govt.nz
5. If you are going into study, are you prepared?

Check that you have:

- enough NCEA credits for course entry
- completed student enrolment
- looked into scholarships
- applied for a student loan and/or allowance if you need it
- arranged student accommodation if you need it
- registered with Student Job Search if you want to do some part-time work
- taken note of orientation and course start dates

TIP Check out the Going into tertiary study action plan to help plan your student life at www.careers.govt.nz

6. If you are going into work-based training, are you prepared?

Check that you have:

- enough NCEA credits for entry into training
- an up-to-date CV to apply for work-based training or an apprenticeship
- an IR number (tax number)
- a driver’s licence
- a bank account
- interview and work clothes
- transport to and from work
- applied for a student loan or scholarship if you need it
- contacted the relevant industry training organisation

TIP Check out our step-by-step guide to becoming an apprentice at www.careers.govt.nz
7. If you are taking time out, are you prepared?

Think through the following:

☐ what will you do and achieve with your time out?

☐ how will you make this happen?

☐ what will you do for money during this time?

TIP Visit www.careers.govt.nz to find things you can do in a gap year