

# Careers Guidance Action Plan

**Name:**

**Date:**

**Action Plan:** (What is the action? Who will complete it? When will you complete this by?)

- 1.
- 2.
- 3.

**What we discussed:**

**Websites to explore:**

**Evaluation:**

1. How clear are you about your future plans?	Before Interview		After Interview	
2. How clear are you about the actions you need to take?	Before Interview		After Interview	

Additional Comments:

My Careers Action Plan is a true record of what has been discussed and agreed between the young person and their Careers Adviser during the careers meeting. I am happy for my Careers Advisor to take brief notes and keep track of destinations on the system that only staff see. It is clear to me what will be confidential. I will let them know of anything I am not comfortable sharing and I have the right to ask about my data and confidentiality.

**Signed by young person:**

**Date:**

**Careers Advisor Signature:** *Vaidehi Ranavaya BA (Hons), MA, RCDP.*



**When and how to apply:**

You will have to apply in the autumn term on a website called **HelpYouChoose**. You will receive support with how to do this.

**The deadline for applications is by 29 November of year 11** – places will get full after and there is no guarantee for a space after this point.

**Post 16 Options General Info:**

Please see the **Post 16 Pack for a breakdown of different pathways and resources**. Remember you can always email me on [VRanavaya@nnat.org.uk](mailto:VRanavaya@nnat.org.uk) if you have any questions or would like to see me.

At the start of your careers guidance interview, your careers advisor will ask you two questions and then ask you these questions again as you finish your interview. This is to assist you and your advisor to know how the interview has helped you with your career planning.

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	<b>Not clear</b>	<b>Partly clear</b>	<b>Clear</b>	<b>Very clear</b>
How clear are you about your future plans?	Have no ideas.  Do not know what I want to do.	Have a general idea e.g. want a job / an apprenticeship / to stay on at school / go to college / go to university.	Have started to narrow down my options and develop preferences e.g. type of job / apprenticeship / course that I want to do.	Am completely clear about my career idea and route e.g. know the precise job or course of study and where and what level, in detail.
How clear are you about the actions you need to take?	Have no action planned.  Do not know what I need to do.	Know I need to do something e.g. get more information, do more research.	Have some ideas about what I need to do / to find out about / to research.  Have made a start.	Know exactly what I need to do / to find out more about.  Know all the steps I need to take. Have made a start.

# Career development framework

## How to have the career that you want

Career describes our journey through life, learning and work. We need to actively develop our careers to make the best of them. This process of career development takes skill as well as knowledge and the right attitude. You will need to work on these career development skills throughout your life.

The Career Development Institute has undertaken extensive research and consulted with career development experts and practitioners to identify the six career development skills that you need to have the career that you want.

### Work on your career development skills

Whether you are in education, in work, unemployed or involved in caring or voluntary activity there will always be opportunities to work on your career development skills.

Career development skills can be improved by taking courses, trying new things, learning through doing, reading and engaging with the media and by reflecting on what you do well (and not so well).

Try and talk about your career with as many people as possible and take the opportunity to see a registered career professional when you can.

*“More than ever, it’s important people manage their careers through their working life. The CDI framework gives a clear, structured approach to help you develop your career.”*

Stephen Isherwood (CEO),  
Institute of Student Employers

For a positive career you need to...

### Grow throughout life

Grow throughout life by learning and reflecting on yourself, your background, and your strengths.



### Explore possibilities

Explore the full range of possibilities open to you and learn about recruitment processes and the culture of different workplaces.



### Manage career

Manage your career actively, make the most of opportunities and learn from setbacks.



### Create opportunities

Create opportunities by being proactive and building positive relationships with others.



### Balance life and work

Balance your life as a worker and/or entrepreneur with your wellbeing, other interests and your involvement with your family and community.



### See the big picture

See the big picture by paying attention to how the economy, politics and society connect with your own life and career.

