**EDUCATION & CAREER PLAN**

A career plan is the roadmap for your career. You need to know the career or job goal you are aiming for, the step-by-step direction and timeframes you will follow to get there – study, employment, 5-year plan etc., and the tools you will use to reach your goal – special skills training, work experiences, qualifications etc.

Career planning is the continuous process of:

* thinking about your interests, values, skills, and preferences
* exploring the life, work and learning options available to you
* ensuring that your work fits with your personal circumstances
* continuously fine-tuning your work and learning plans to help you manage the changes in your life and the world of work.

You can revisit and make use of this process all the way through your career. Begin by thinking about where you are now, where you want to be and how you are going to get there.

Once you have thought about where you are at now and where you want to be, you can work on getting to know your skills, interests, and values.

**Begin by answering the following questions:**

* Where am I at now?
* Where do I want to be?
* What do I want out of a job or career?
* What do I like to do?
* What are my strengths?
* What is important to me?

This step is about exploring the occupations and learning areas that interest you. Once you have some idea of your job preferences you can research the specific skills and qualifications required for those jobs.

**Think about jobs that interest you answer the following questions:**

* How do your skills and interests match up with these jobs?
* What classes do you have to take to qualify for these jobs?
* What other skills do you need?
* What schools/programs will be required to qualify for these jobs?
* Do you need to have a certain grade point average to get into school to pursue these jobs? If so, what are they?
* If your grades are not currently high enough to meet the requirements, what will you do to improve your grades?

Use all you have learned about your skills, interests, and values together with the information you have gathered about the world of work to create your plan.

**Now answer the following questions:**

* What actions/steps will help me achieve my work, training and career goals?
* Where can I get help?
* Who will support me?