

SHAPING FUTURES

The Merseyside Collaborative
Outreach Programme

CAREERS ACTION PLAN

This booklet is designed to help you achieve your aims and goals.





WELCOME BACK TO CAREERS WEEK WITH SHAPING FUTURES!

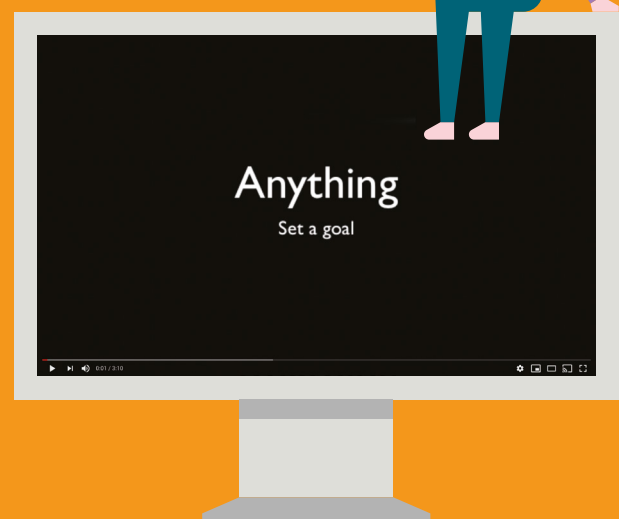
After looking at so many interesting topics over the previous sessions we've now come to the point of putting your ideas and thoughts into action by starting to create your own personalised **Careers Action Plan!**

If you think about it, weirdly enough, you will actually spend most of your lives at work, but how often have you actually given it much thought?

Hopefully our suggestions/tips will help you to consider what's important to you and help you develop your own individual plan to best suit your needs.

If you work hard, research, plan and take action, then who's to say you can't do anything!

View this short YouTube clip for a little inspiration!



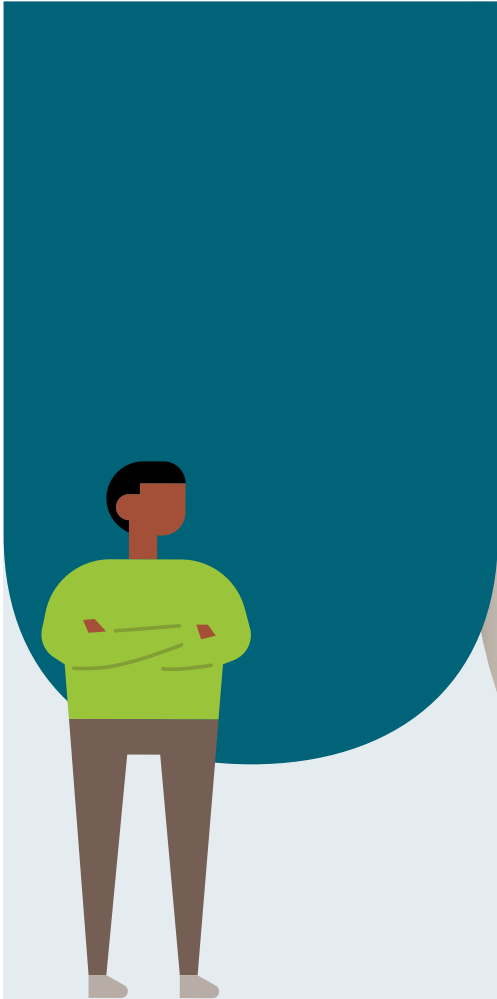
SO WHY DO I NEED A CAREER ACTION PLAN?

A simple careers action plan supports you to focus your ideas into a series of small steps to achieve your career goals within a realistic timeframe.

A good plan reflects that situations change and can be reviewed and altered to suit you.

THE CAREER ACTION PLANNING PROCESS:





SO WHERE DO I START?

1. FIRSTLY YOU NEED TO IDENTIFY WHERE YOU ARE NOW?

You may have already looked at this by assessing your current skills and strengths in last weeks 'Self Awareness' session, see week 6 of the 8 week IAG programme or simply follow the link below to make a start.

<https://beta.nationalcareers.service.gov.uk/>

2. DECIDE WHERE YOU WANT TO BE!

You may already have ideas about your career but it can be good to keep an 'open mind' to explore new possibilities. Hopefully, you've already taken a look at some of the Careers resources mentioned in earlier sessions to help you find exciting careers that interest you!

Don't worry if you haven't yet, why not follow the links below to make a start!

<https://www.ucas.com/ucas/after-gcses/find-career-ideas/explore-jobs#js=on>

<https://www.ucas.com/careers/buzz-quiz>

<https://nationalcareers.service.gov.uk/explore-careers>



3. PLANNING HOW TO GET THERE!

It's helpful to identify small, specific tasks to achieve your broader career aims, so setting yourself SMART goals can really help. These are clear objectives, written simply, which are **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**imed (**SMART**).

They highlight exactly what you will do, stating a clear outcome within a set time scale. Each task needs to be something that you are willing to do, as well as being relevant to your career aims.

How to set your SMART goals:

Specific

Identify a clear outcome that you want to achieve

Measurable

How will you know when you've done it?

Achievable

Is it achievable within your timescale and are you motivated to do it?

Relevant

Is it related to your career aims?

Timescale

When will you complete it by?

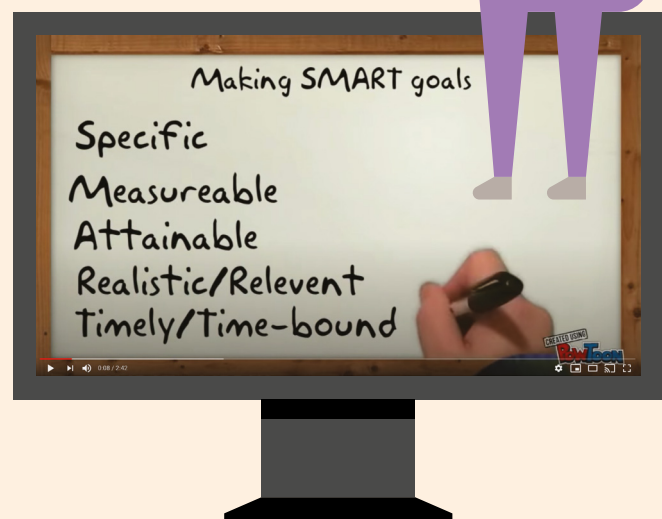
Here's an example (below) of how to re-word a goal:

Broad Goal: To be become a Physiotherapist by the time I'm 22 years old.

Alternatively, you could say:

SMART Goal: I will discuss Physiotherapy and similar job roles with my careers adviser in school or on-line by **30th June 2020** to plan my next steps and identify a set of educational targets by **31st July 2020**, which will help my career goals.

View this short YouTube clip for further insight into SMART goal setting:



4. TIME TO TAKE ACTION!

Even the most well thought out goals can sometimes be challenging, so we've highlighted some suggestions to help you to stay on course:



Are you committed to completing your goals?

Unless you are totally committed to your goals you are unlikely to complete them, so it's okay to adapt your plans if required.



Make lists or use reminders!

Making 'To-do' lists can help, enabling you to have a real sense of progress each time you tick off an item. Alternatively, try sending yourself a reminder in the form of a text message.



Reward yourself!

To help keep you motivated while completing tasks, it can make a difference to reward yourself as you complete each major milestone.

Are your aims and goals clear and achievable?

Aims and goals need to be clear and realistic if they are to be achieved. It helps if they are slightly challenging, but still within your comfort zone.



Recruit some support!

Involving others in action planning can increase the chances of successful completion; identify friends, family, or a mentor who can support you and help you to stay focused.



Activity Time!

Now that we've gone through each of the hints, tips and suggestions, let's have a look at a **SMART Action Plan 'Example'** (below) to see what your SMART plan could look like! Then, you can have a go at creating your own using the **SMART Action Plan Blank Template**.

There's lots of different styles of action plans available online which you can try, though our advice would be to find one that you feel works best for you! Keep it simple, to the point and relevant for you.

My SMART Career Action Plan

Name		Date		
Goals	What will I do? Make your goal SMART (Specific Measurable Achievable Relevant)	Date to be completed by (Timed)	Outcome	Date completed
1.	Visit my school/college website to find my Careers Adviser; arrange an appointment to consider my career options (meet up).	10th Jan	Found Careers Adviser; appointment on 10th Jan	10th Jan
2.	Research and select a career-matching tool to identify potential career options; identify 3 job profiles of interest.	25th Jan	3 jobs of interest: Teacher, Art Therapist and Holistic Therapist.	25th Jan
3.	Using the internet, find 3 local organisations offering my jobs of interest; with the help of my parent/carer ask about work experience placements, to find out more about each role.	10th Feb	Meetings arranged at: Smalltown Primary School; Smalltown Art Therapy Group, Essence Holistic Therapy Clinic with my Mum.	10th Feb
4.	With my family, list the 'pros and cons' of each job to help me consider the most suitable and prioritise the list of options.	10th March	Interested in exploring Teaching and Art Therapy; I excluded Holistic Therapy as my research indicates less job opportunities.	10th March
5.	Talk to Careers Adviser again to review my career options in more detail and decide what to do next.	20th March	Spoke to Careers Adviser on 20th March; decided to work shadow Teacher and Art Therapist.	20th March
6.	With help from family and Careers Adviser, plan and finish work experience/shadowing with Primary School Teacher and Art Therapist so I can make a career choice.	30th April	Decided to pursue Art Therapy as a career.	30th April



Tell us what you think...
[Click here to fill in our survey](#)

My SMART Career Action Plan

Name	Date
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Goals	What will I do? Make your goal SMART (Specific Measurable Achievable Relevant)	Date to be completed by (Timed)	Outcome	Date completed
1.				
2.				
3.				
4.				
5.				
6.				



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My Career Action Plan

Below, is an example of an alternative **Careers Action Plan** for someone who has made a definite career choice, with the steps they would need to take to achieve their aim! Why not have a look and see what you think? Maybe you could try to produce something similar if you already have a specific career in mind. Please use the **Action Plan 'Blank Template'** to create your own!

Remember to use the careers resource websites we mentioned earlier in point 2 for specific occupational information (or see the accompanying **Signposting** document).

Name: Fred Bloggs

Date: 30th May 2020

My Career Aim

I would like to be: A fully qualified **Physiotherapist**

The reasons I chose this are:

I have completed some research on the job role including day to day activities, the skills and qualifications needed, the salary and future prospects and feel I would enjoy helping others.

Qualifications and training required:

- GCSE's: I need a minimum of 5 GCSE's at grade 4 to 9 (including English, Maths and Science).
- After GCSE's my Level 3 subjects at College or 6th Form (taking 2 years) must include: Biology; e.g. A-level Biology or BTEC Extended Diploma in Applied Science.
- After successful completion of my Level 3 qualifications, I can do a Degree in Physiotherapy at University approved by the Chartered Society of Physiotherapy (taking 3 years).

My next steps are:

- I will speak to my school Careers Adviser and family about my plans by 20th June 2020.
- I will discuss arranging relevant work experience/voluntary placements relating to Physiotherapy/Health Care with my Careers Adviser, Teachers and family by 20th June 2020.
- I will continue my careers research on Physiotherapy and other related career ideas by regularly using reliable websites such as: nationalcareers.service.gov.uk, ucas.com and prospects.ac.uk

Reviewing my progress:

- I will review my plans in further detail with my school Careers Adviser by 20/09/2020 and agree additional next steps.
- I will also review my plans for University/Higher Education with a Merseyside based Shaping Futures Adviser by contacting: shaping-futures.org.uk/activities/ for a live chat by 20/09/2020.



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My Career Action Plan

Name:

Date:

My Career Aim

I would like to be:

The reasons I chose this are:

Qualifications and training required:

My next steps are:

Reviewing my progress:

Once again, we hope you found the information in this session useful, please 'have a go' at some of our recommendations and remember there's no right or wrong way to do things, simply find what works best for you!



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Contact us

You can contact us by
email admin@shaping-futures.info
or www.shaping-futures.org.uk

Chat to us!

Got questions? **Click here**
chat to one of our team,
we are here to help.



    @shapingfutures_

