



English  
Path



GLOBAL APPLIED KNOWLEDGE

PART OF GLOBAL EDUCATION GROUP

# CAREER PLANNING

## IN BRIEF

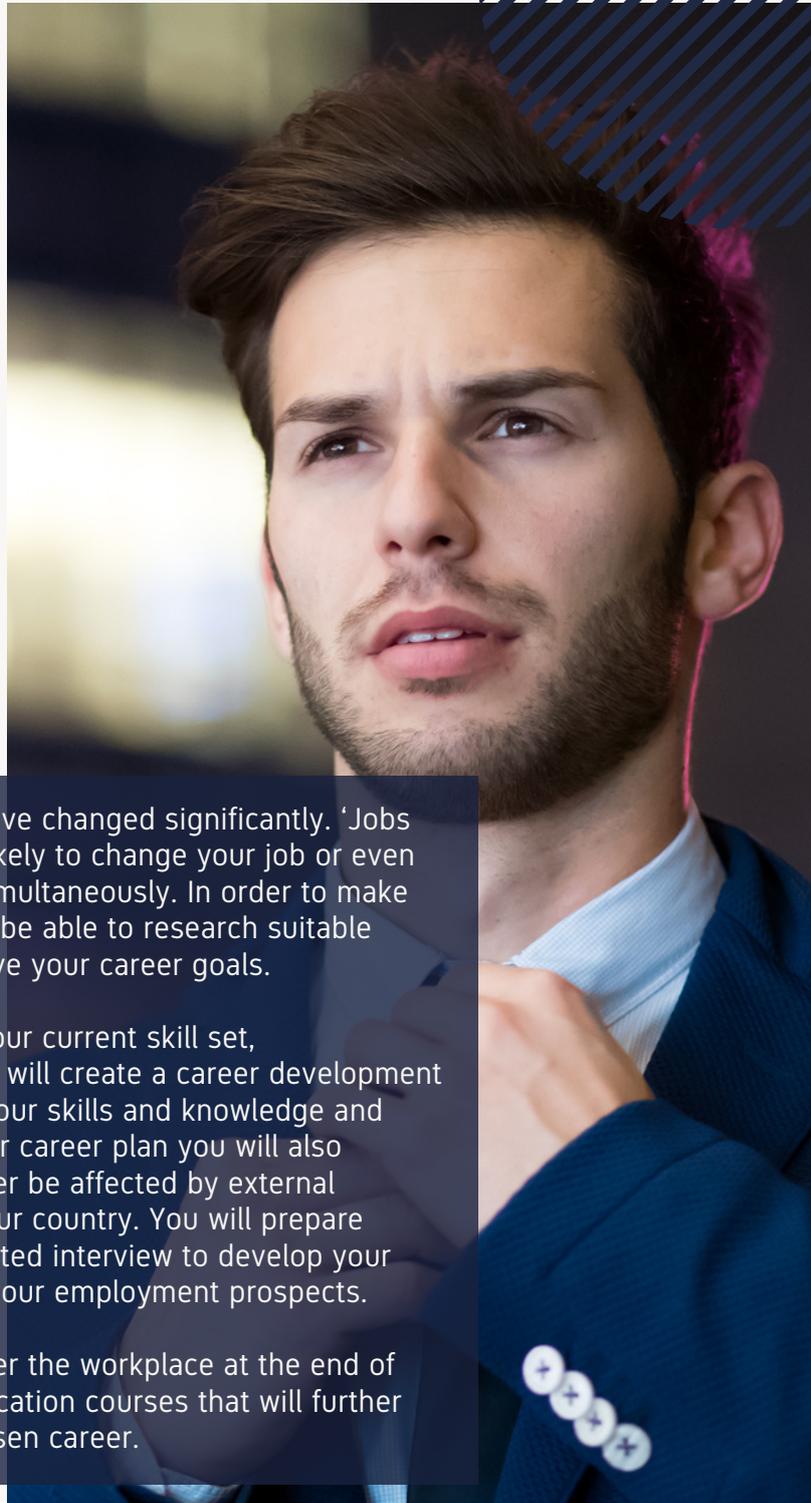
Learners research and plan for potential careers, completing personal skills audits and developing interview techniques, in order to improve their employment prospects.

## INTRODUCTION

Over the last 20–30 years employment opportunities have changed significantly. ‘Jobs for life’ are far less common, and, these days, you are likely to change your job or even career pathway many times, or work in different jobs simultaneously. In order to make the transition to employment successfully, you need to be able to research suitable career pathways and take the steps necessary to achieve your career goals.

You will research potential career pathways, examine your current skill set, and identify any gaps in your skills and knowledge. You will create a career development plan, identifying the training you will need to improve your skills and knowledge and other steps required to reach your goals. As part of your career plan you will also consider alternative pathways should your chosen career be affected by external influences such as a fall in the economic strength of your country. You will prepare job application documentation and take part in a simulated interview to develop your communication and interview skills, and consequently your employment prospects.

This unit will help you to be fully prepared to either enter the workplace at the end of your school or college course or to enrol on higher education courses that will further develop the skills and knowledge required for your chosen career.



## SUMMARY

### Learning Aim

Explore employment opportunities to target progression

Examine personal skills and goals to produce a personal career development plan

Develop communication and interview skills to improve employment prospects

### Content Area

- Researching employment opportunities
- Employment types and legislation
- Requirements for progression

- Types of skills audit
- Soft and transferable skills
- Skills audit and career development planning

- Application documentation
- Interviews and demonstration of skills
- Performance review

### Assessment

Portfolio including career pathways research, personal skills audit, career development plan, review of methods and effectiveness of skills audit and career development plan.

Portfolio including, application documentation, recording and observation records of simulated interview, learner self-evaluation of application and interview performance.