



**Example of a Completed Individual Career / Transition Plan**

Ford Motor Company, Broadmeadows

CEAV Careers Adviser

Mb: 0403339635

Client Name: Jennifer Pappas Current Occupation: AssemblerOutcome required: **Employment as a spray painter or small business operator as a vehicle detailer**Goal(s) **#1: Clarify interests and skills through vocational assessment****#2: Identify suitable industries for future employment****#3: Prepare a job seeking campaign**

Resource, Activity or Service	Purpose	Estimated Time Required	Goal#	Priority
Activity : Undertake Vocational assessment Date: 09/09/2014 Time: 11.00am – 1.00pm Location: Workforce Development Centre	Determine and validate interests, current skill level, areas of possible future occupation choices. Identify any barriers to personal decision making.	2 hours	1	1
Activity: Discuss outcomes of vocational assessment with careers adviser. Select top 10 occupations for future career campaign Date: 12/09/2014 Time: 1.00pm -2.00pm Location: Workforce Development Centre	Review Occupational interest and select top 10 choices for employment and /or retraining	1 hour each session	1,2,3	2
Service: Seek assistance with Centrelink benefits and Job Seeker services. Date: 16/09/2014 Time: 9.00am Location: Broadmeadows Centrelink: 16-22 Pearcedale Parade, Broadmeadows VIC 3047 Phone:1800 810 586	Connect with local Centrelink for job seeker services entitlements. Locate best Job Services provider. Confirm details with careers counsellor.	4 hours	3	3
Resource: Research employment opportunities in north eastern for spray painter in auto service repair.	Use internet search for possible information on spray painting as a potential new occupation. Locate information from Autoskills Australia <a href="http://www.autoskillsaustralia.com.au/">http://www.autoskillsaustralia.com.au/</a> Identify skills sets to upgrade to finishing, glazing and trimming.	2 hour	2	4
Resource: Locate training options to up skill units in AURVTN002 Carry out panel repairs	Undertake research on training options using Victorian Skills Gateway website: <a href="http://www.education.vic.gov.au/victorianskillsgateway">http://www.education.vic.gov.au/victorianskillsgateway</a>	2 hours	2	5
Activity: Enrol in skill set unit with Kangan TAFE next available	Complete AURVTN007 Carry out panel repairs	20hours	2,3	6
Activity: Attend group careers planning session Date: 01/11/2014 Time: 9.30am – 12.30pm Location: CEAV Hawthorn	<ul style="list-style-type: none"> <li>Complete job seeking strategies checklist</li> <li>Prepare career portfolio of evidence</li> <li>Update Resume and cover letter</li> <li>Create LinkedIn profile</li> <li>Complete Online applications</li> </ul>	4 hours	2,3	7
Service: Connect with Job Services provider in North eastern suburbs	Commence active job seeking campaign using career portfolio of evidence, aim for 10 to 12 advertised placements.	1 hour weekly visit	3	8
Activity: Conduct an information interview with a small business operator in Auto Vehicle repair	Research the requirements, experience and capital to establish a small business. Locate information on Small Business Victoria for possible grants to establish business.	2 hours	3	9
Activity: Commence a Business Plan for establishing <i>Pappas Auto Detailing</i> .	Identify transferrable skills to establish small business as an owner operator.			10

The purpose of this plan is to select resources and services that may be useful when making your career choice. Activities or resources included on the plan can be added or subtracted as needed.

J.Pappas

19/09/2014

CEAV Counsellor

31/10/2014

**Client signature****Date****Career Counsellor****Date**